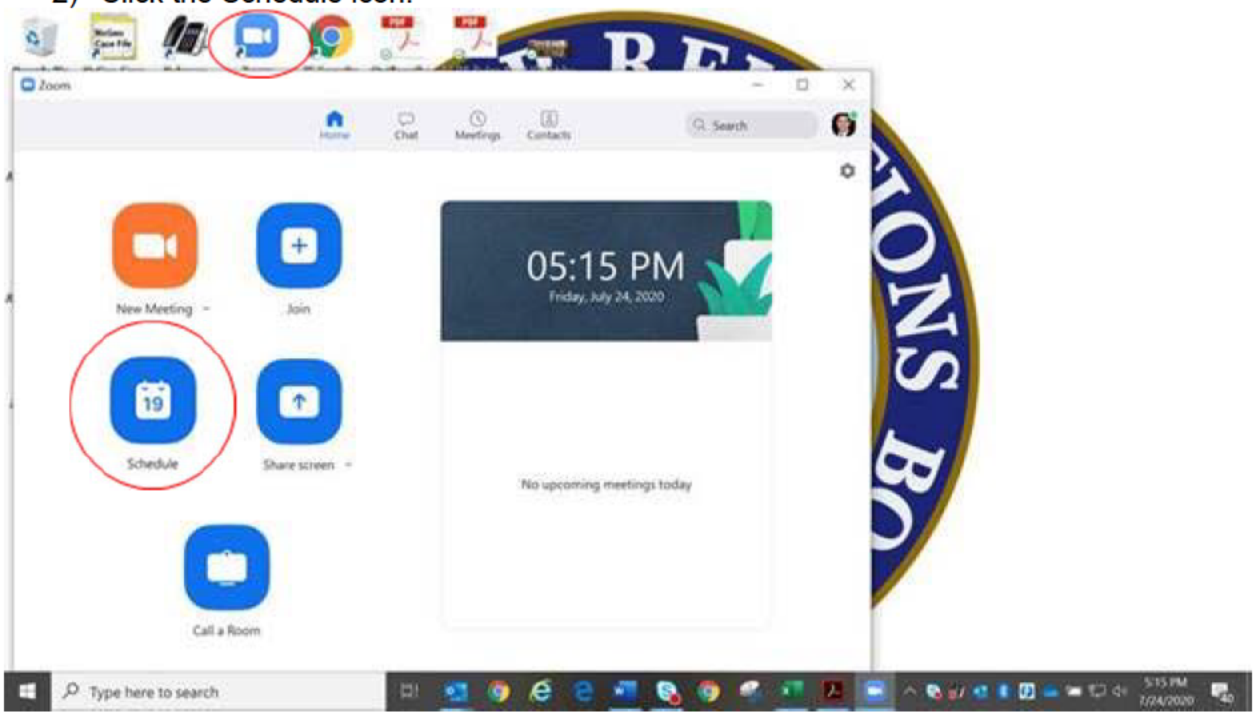
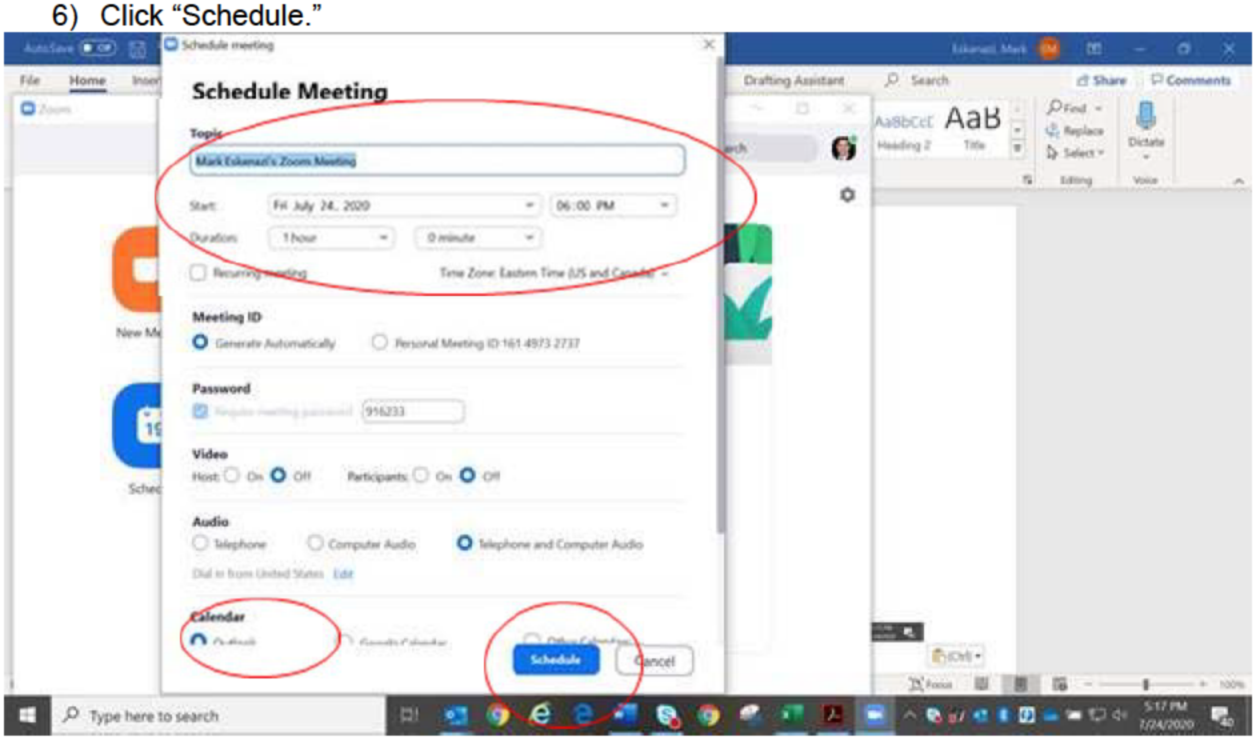
How to Schedule a Zoom Meeting:

1) Double-click the blue Zoom icon on your desktop.
2) Click the Schedule icon.

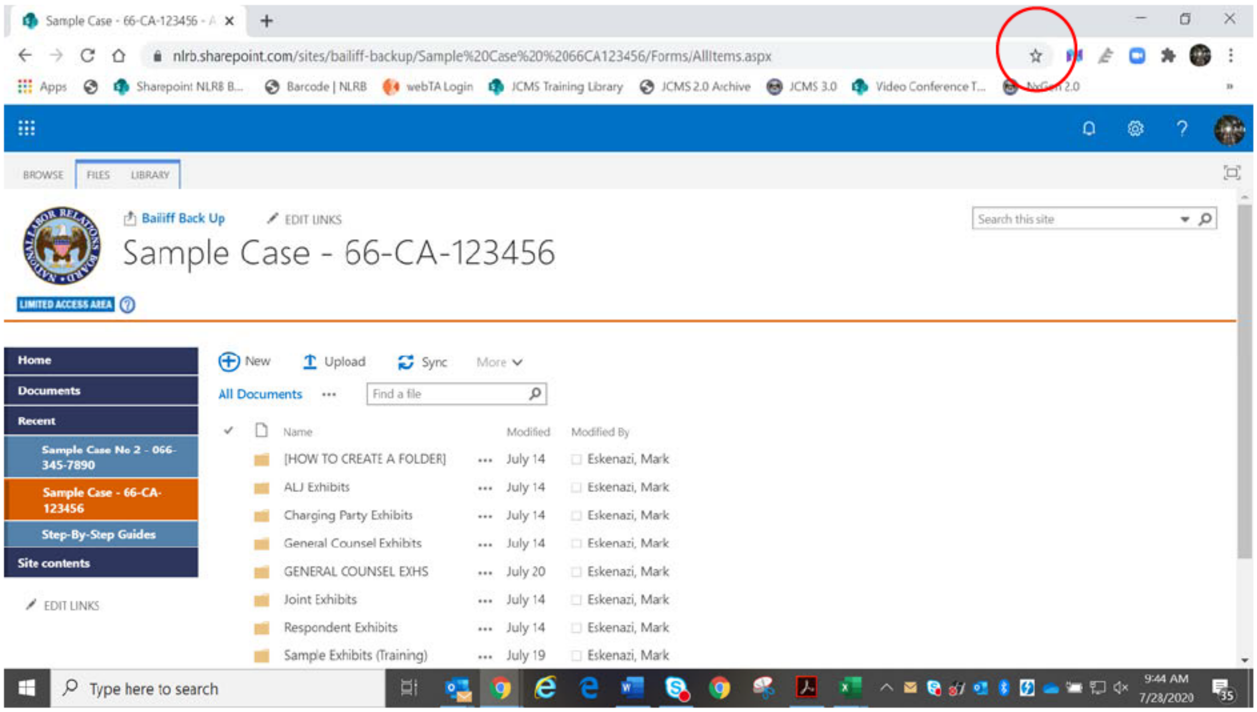


3) A "Schedule Meeting" screen will appear. Change the topic to whatever you'd like by typing it in, e.g., Pretrial Meeting via Zoom -- Sample Case, Case 77-CA-123456.
4) Select the start date, time, and duration of the meeting.
5) Under the "Calendar" heading at the bottom, click the circle for "Outlook."
6) Click "Schedule."

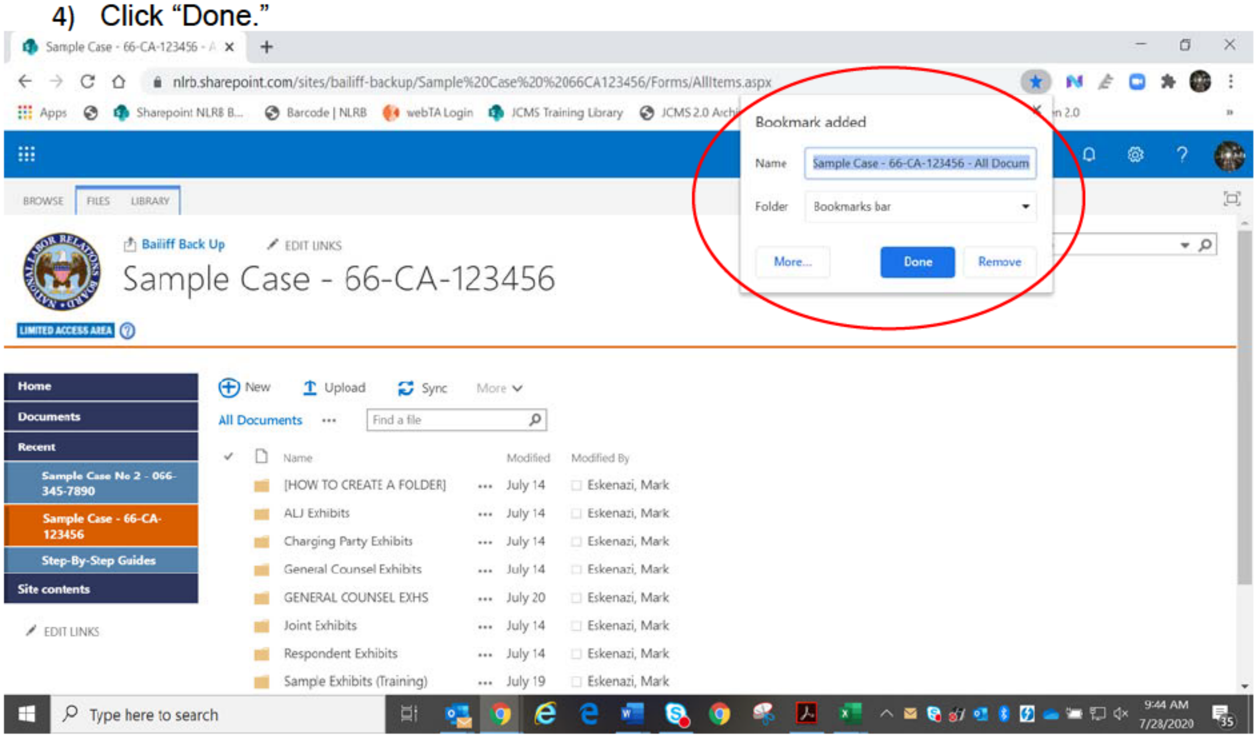


How to Save a Sharepoint Page to Your Chrome "Favorites:"

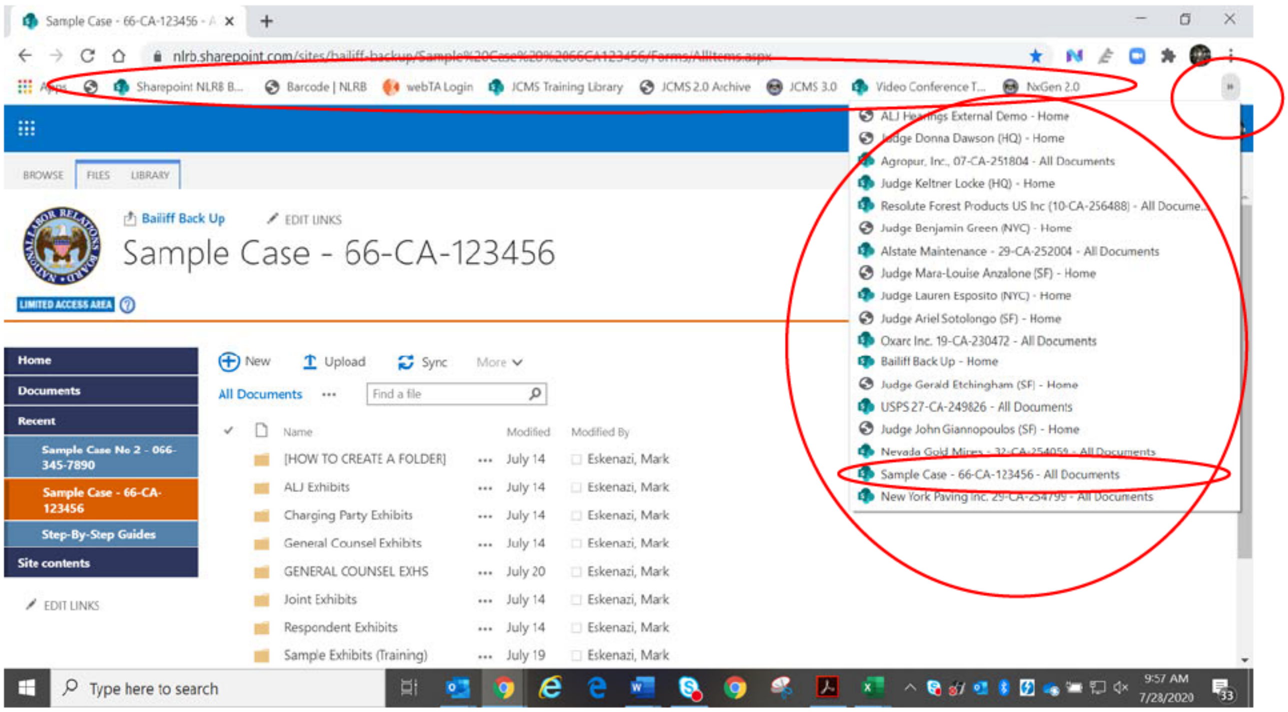
1) From the email you receive from OCIO, open the link to the Sharepoint page in your Chrome web browser.
2) Click the star at the top.



3) If you wish, modify the name of how you want to save the page.
4) Click "Done."



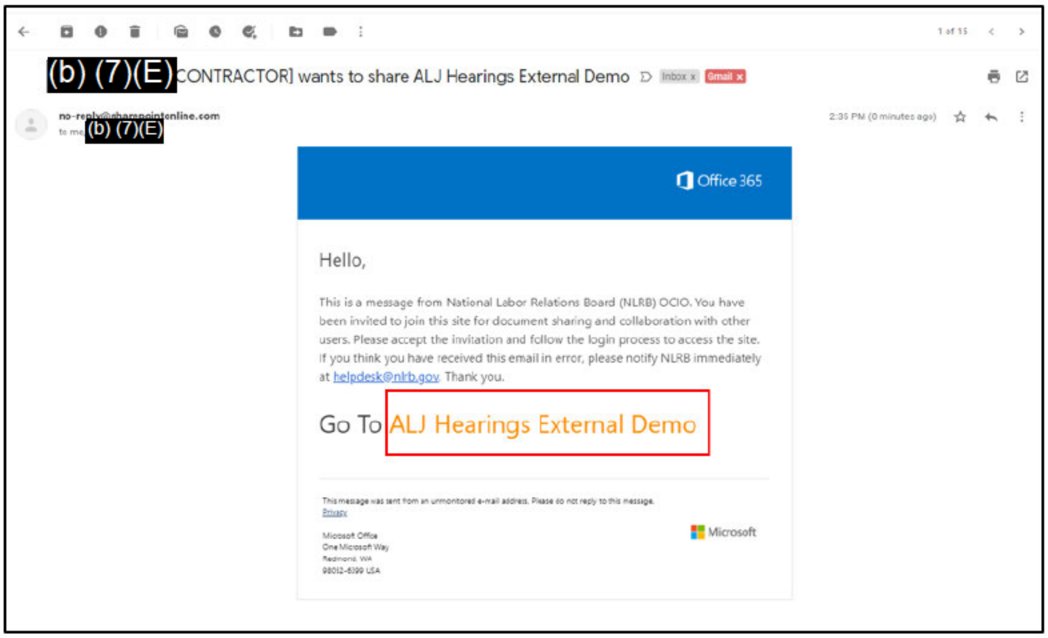
5) Depending on how many Favorites you have, the Sharepoint page will be saved either at the top of the browser or by clicking the very small arrow button on the right side, in which case it will be saved in a column that opens.



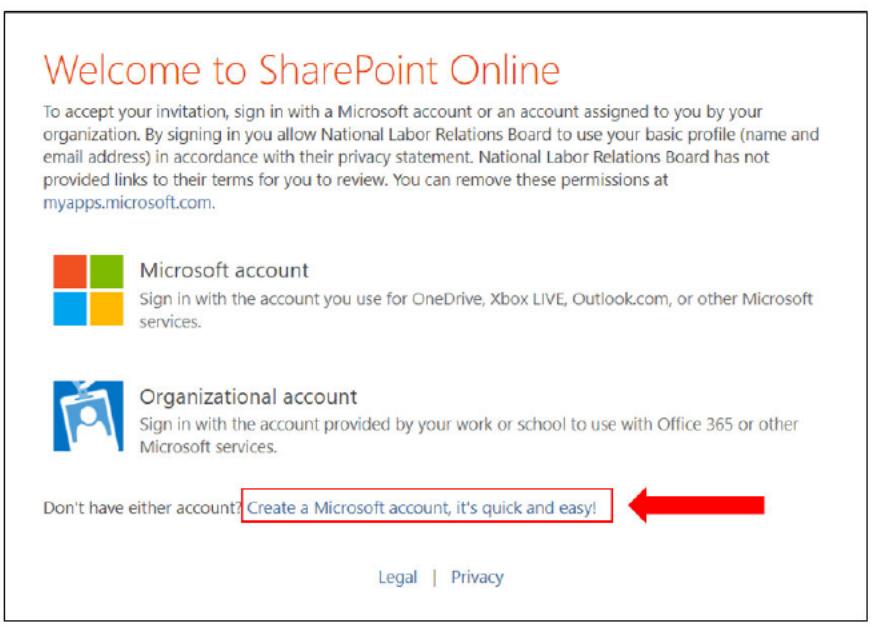
Steps to Access SharePoint Site using an external email address

Please follow the steps given below once you receive an email invitation from National Labor Relations Board (NLRB).

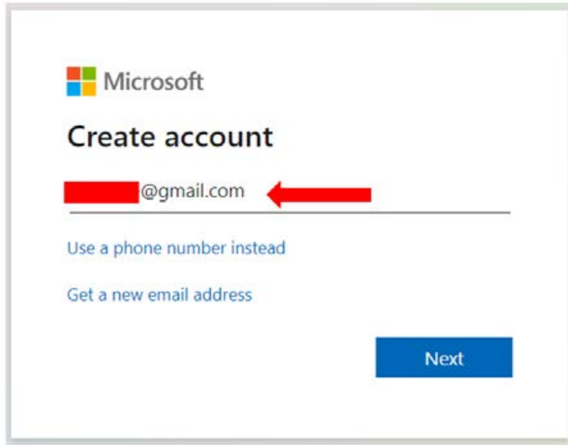
1. Open your email invite and click on the link highlighted below:



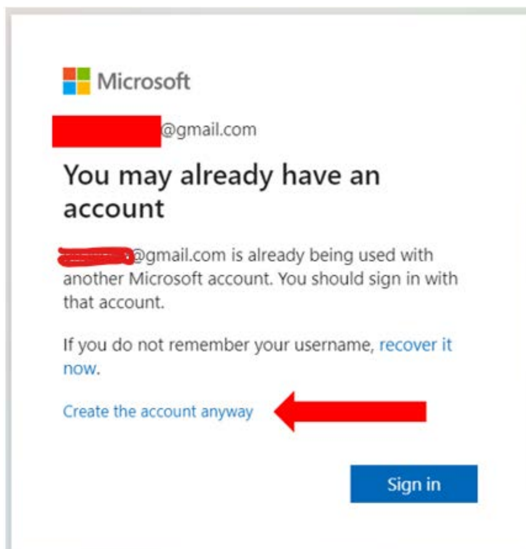
2. You will be taken to a new page with the following message and options to setup your account. Click on the link highlighted below.



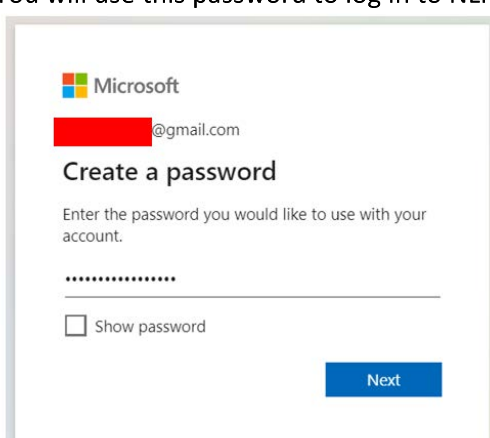
3. You will see a new pop-up on your screen to setup a new account. You can type in the same email address where you received the invitation.



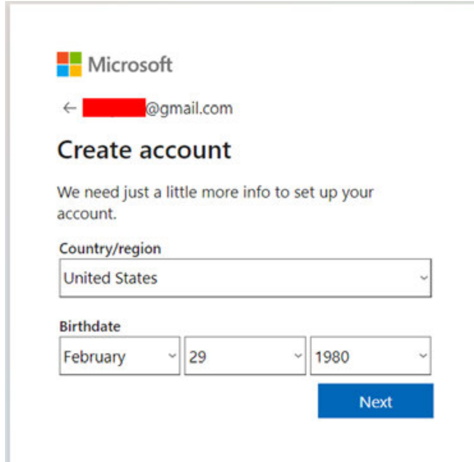
4. If you have used the same email address to sign up for another site, you may see the following message. If you do, click on the link highlighted below. If you haven't used this email address before, please jump to step # 5



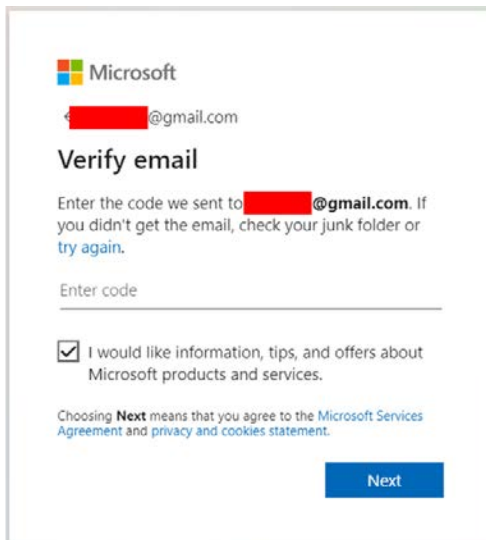
5. Create a strong password. You will use this password to log in to NLRB SharePoint site.



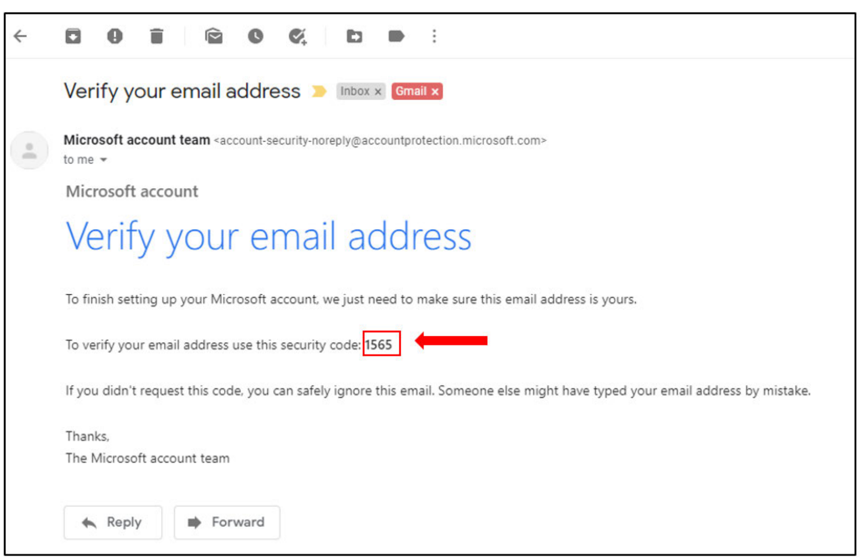
6. Provide additional information as shown below.



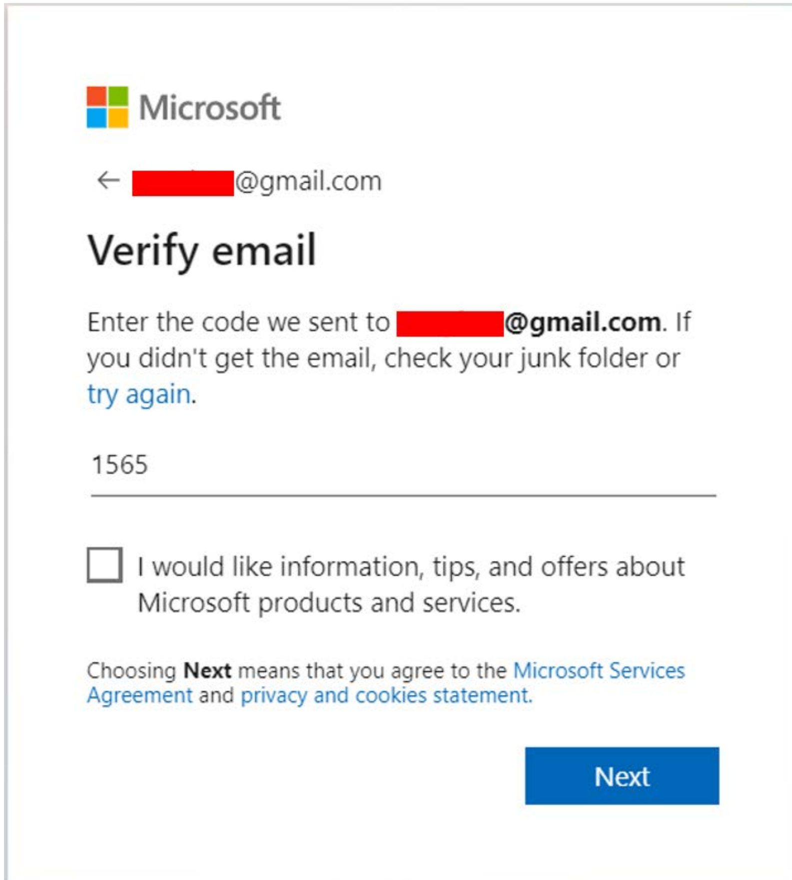
7. You will get the following prompt on the next screen. Please log in to your email to retrieve the code and enter it in the prompt shown below.



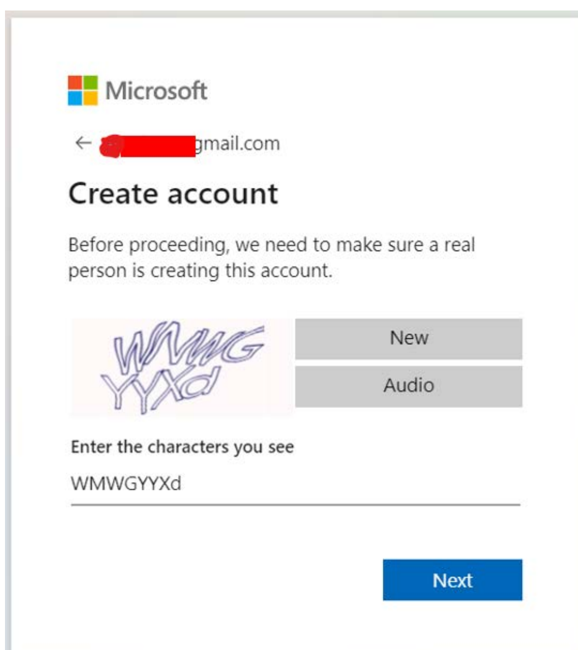
8. Email from Microsoft with the verification code will look like the sample shown below.



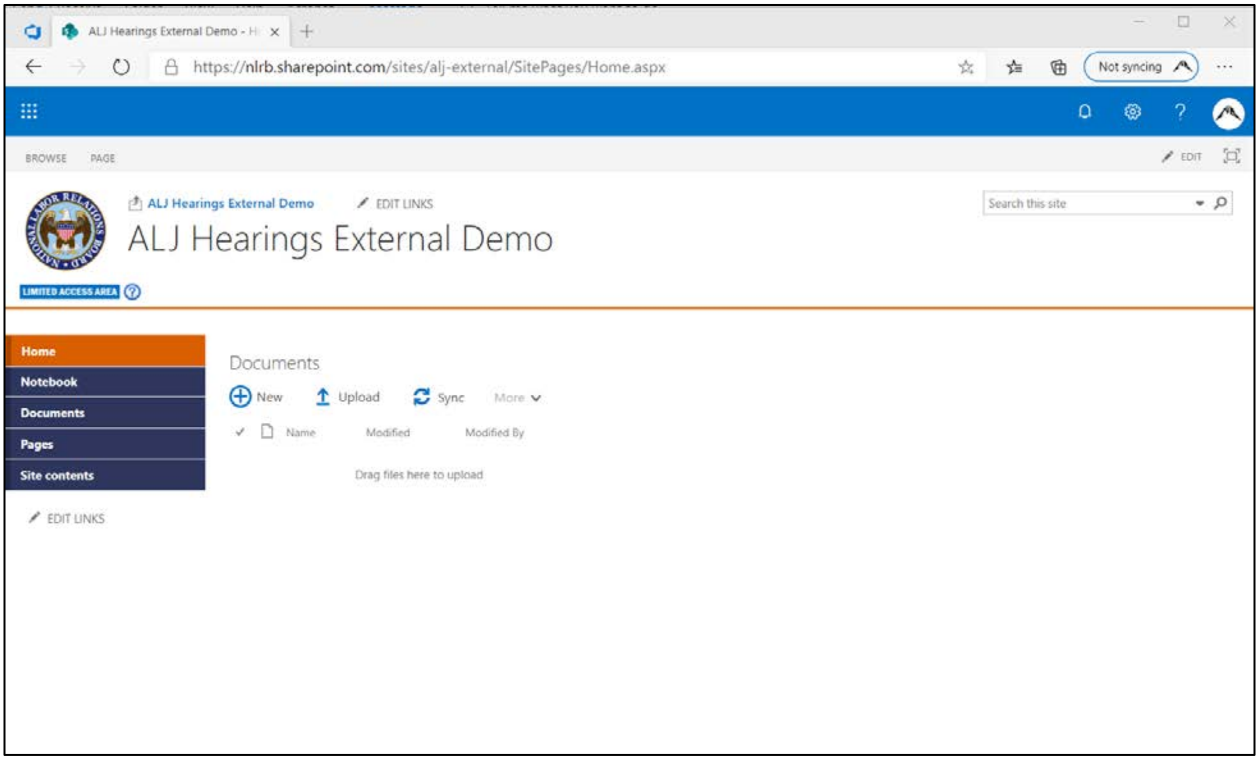
9. Enter the code in the prompt as shown below and click on Next.



10. Next prompt is for verification purposes. Once you have entered the characters shown on the prompt, click on next.



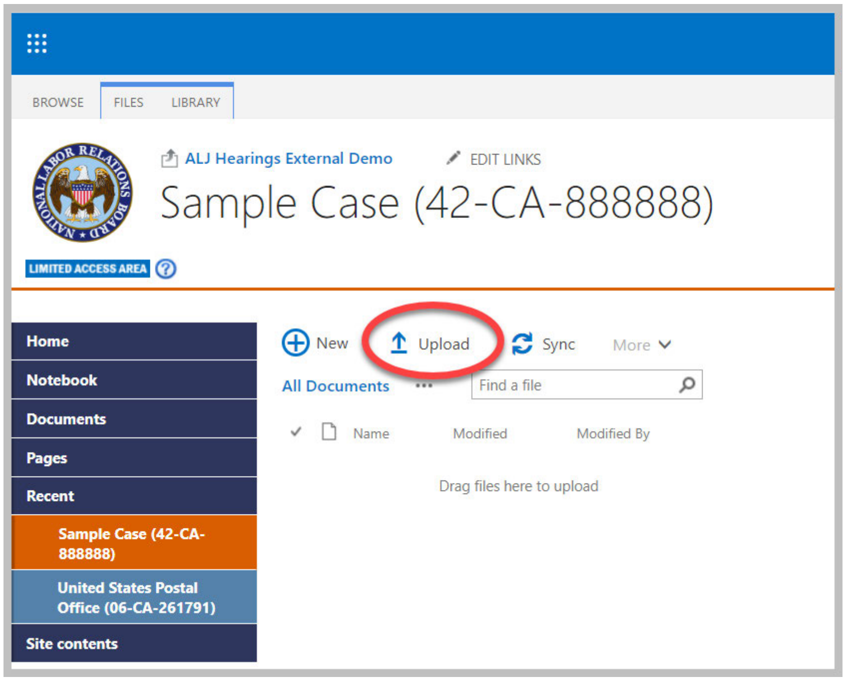
11. You are now taken to the SharePoint site that has been shared with you.



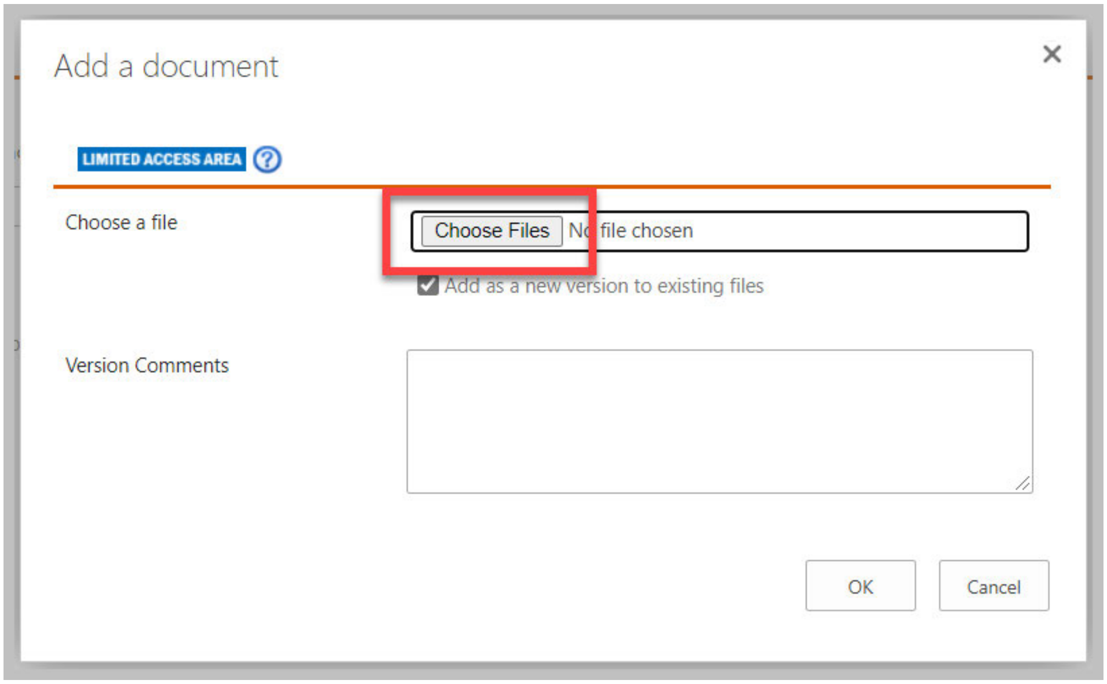
Sharepoint - Upload an Existing Document

If you have an existing document on your computer and want to save it in the SharePoint document library, you can easily upload it. To do that follow the steps below:

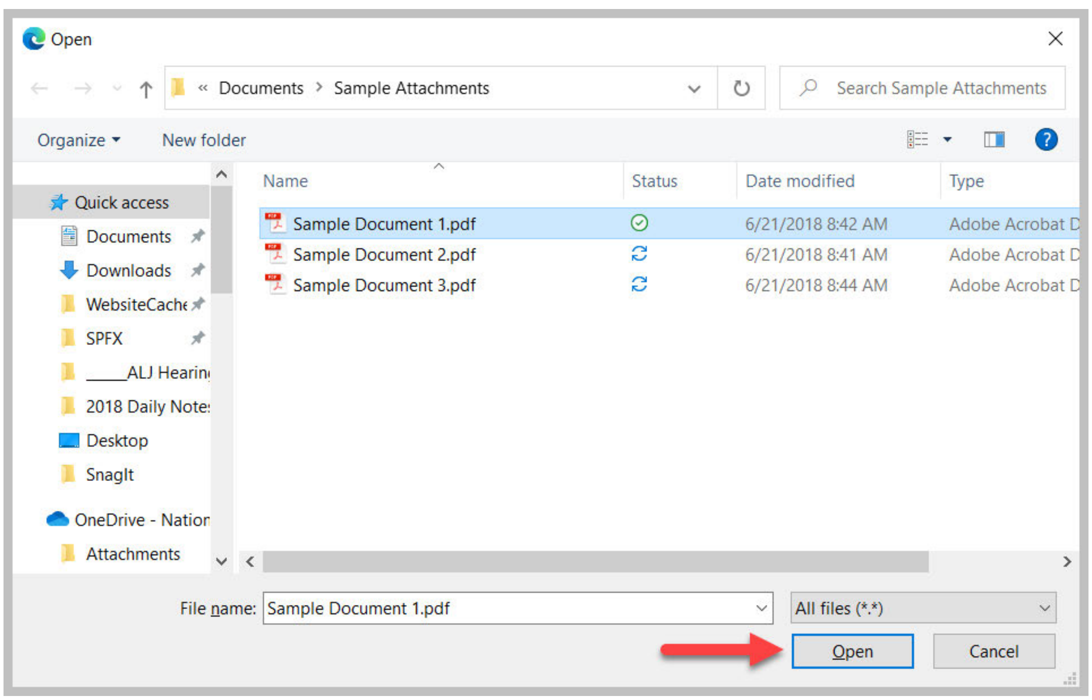
1. Once you are in the document library, click on "Upload" button.

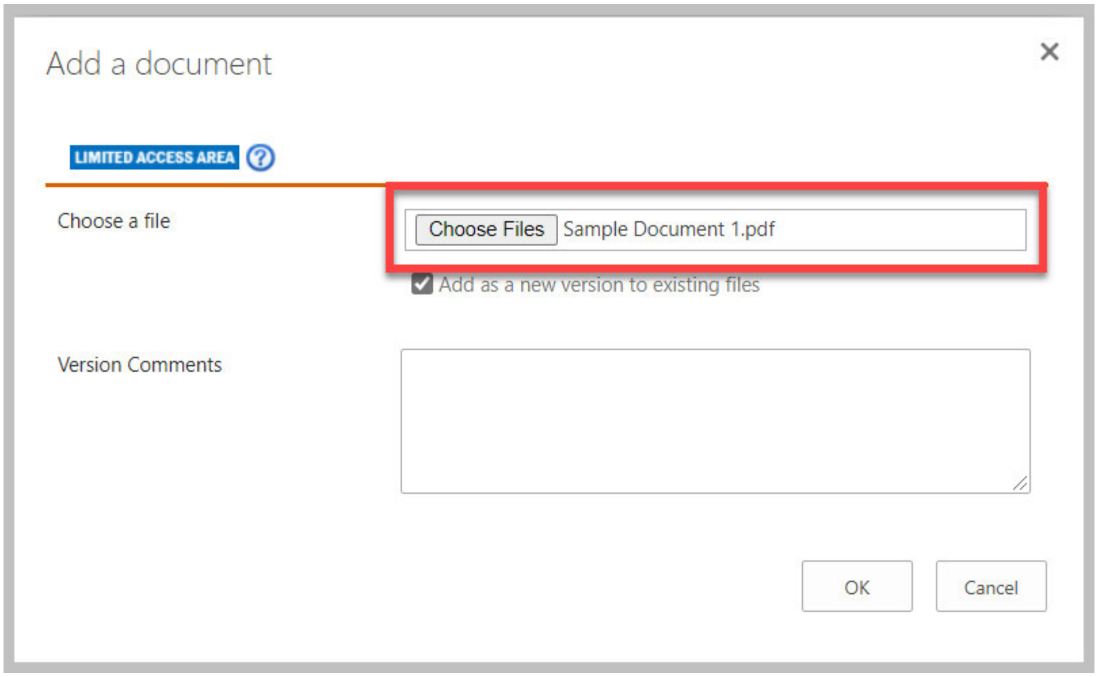


2. An "Add a document" prompt will appear on the screen, click on "Choose Files" button.

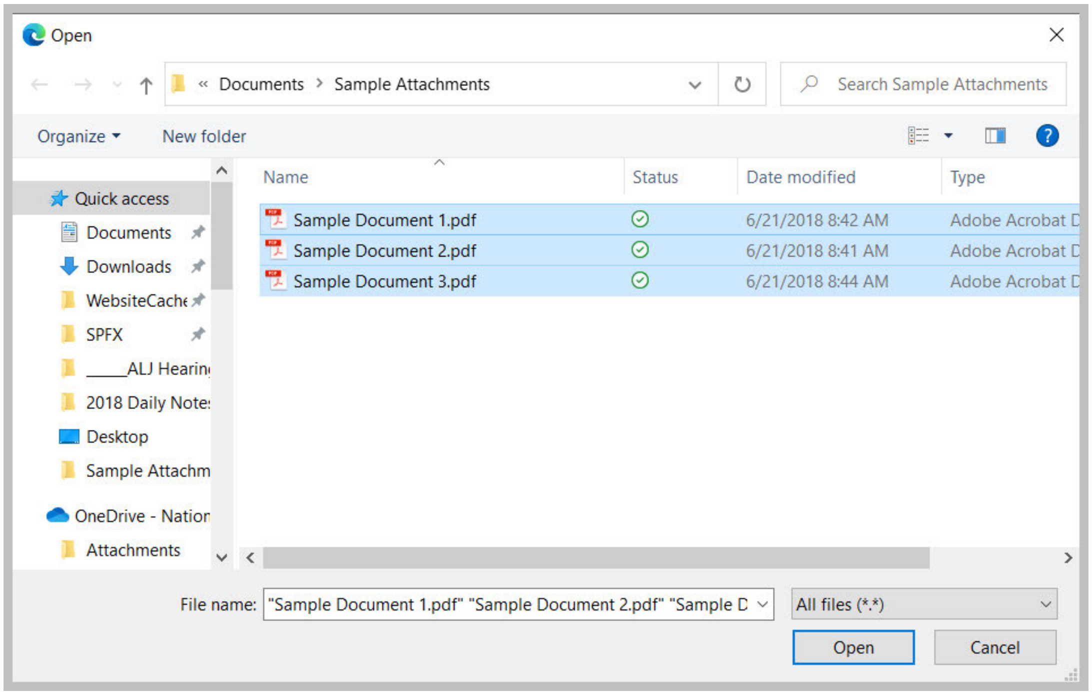


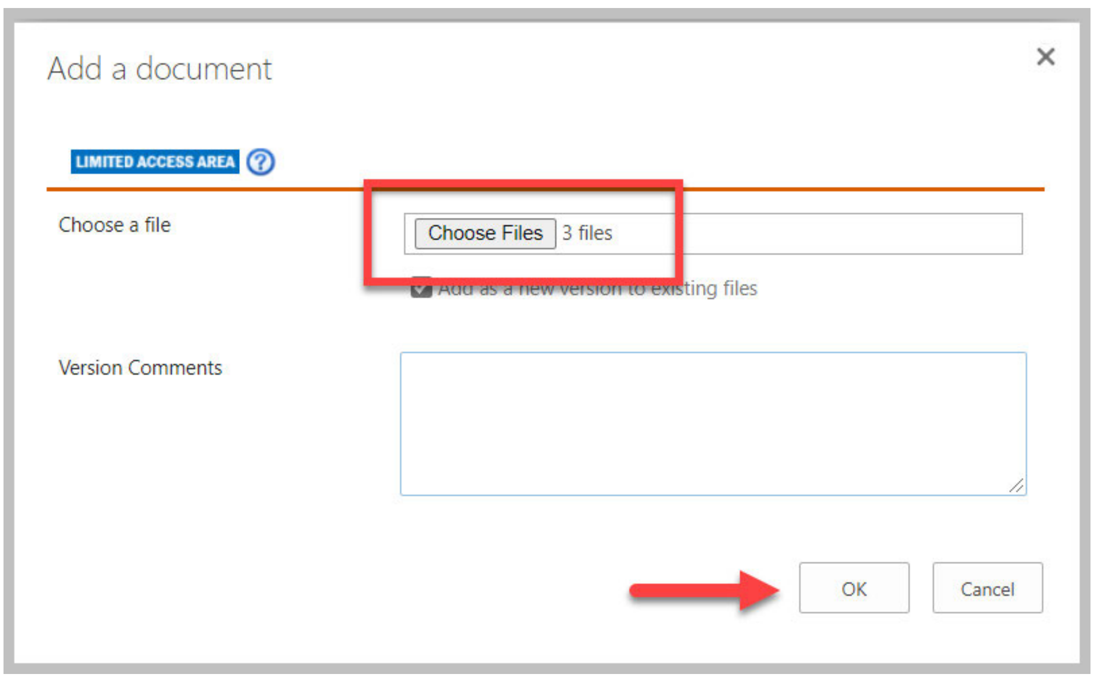
3. On the next window, you can select any type of document from your computer (including word, excel spreadsheet, pdf etc.) and then click on "Open" button. Click on "Ok" button on the "Add a document" prompt to finally upload the selected document in document library.



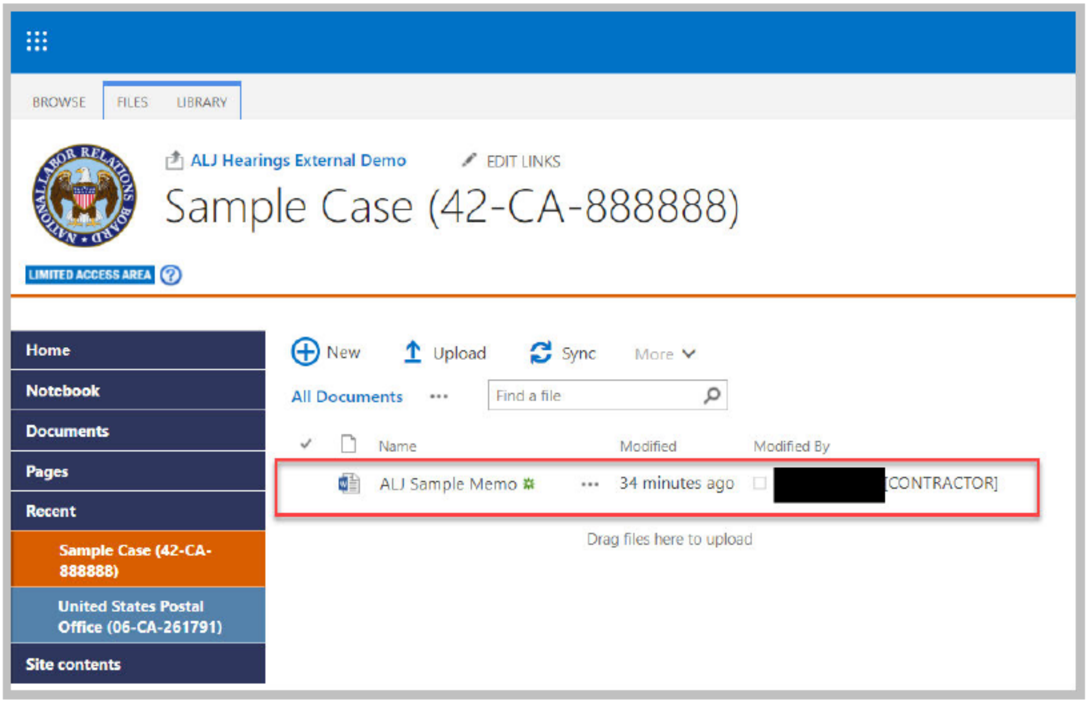


4. You can also select multiple files to upload. To do this, while keeping “Ctrl” key on the keyboard pressed use left mouse button and click on all the files you would like to select. Once selection has been made, click on “Open” button.

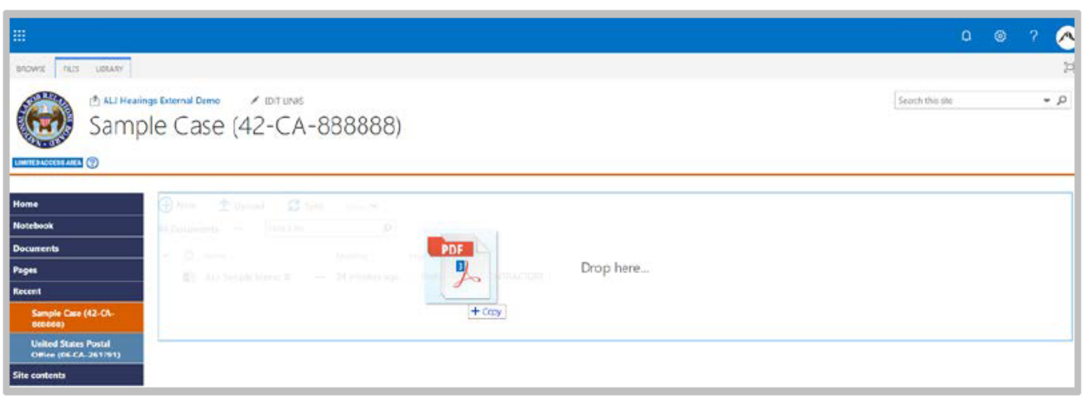

Open
Documents > Sample Attachments
Search Sample Attachments
Organize
New folder
Quick access
Documents
Downloads
WebsiteCache
SPFX
2018 Daily Note
Desktop
Sample Attachm
OneDrive - Nation
Attachments
Name
Status
Date modified
Type
Sample Document 1.pdf
6/21/2018 8:42 AM
Sample Document 2.pdf
6/21/2018 8:41 AM
Sample Document 3.pdf
6/21/2018 8:44 AM
File name:
"Sample Document 1.pdf" "Sample Document 2.pdf" "Sample D
All files (*.*)
Open
Cancel


Add a document
LIMITED ACCESS AREA
Choose a file
Choose Files
3 files
Version Comments
OK
Cancel

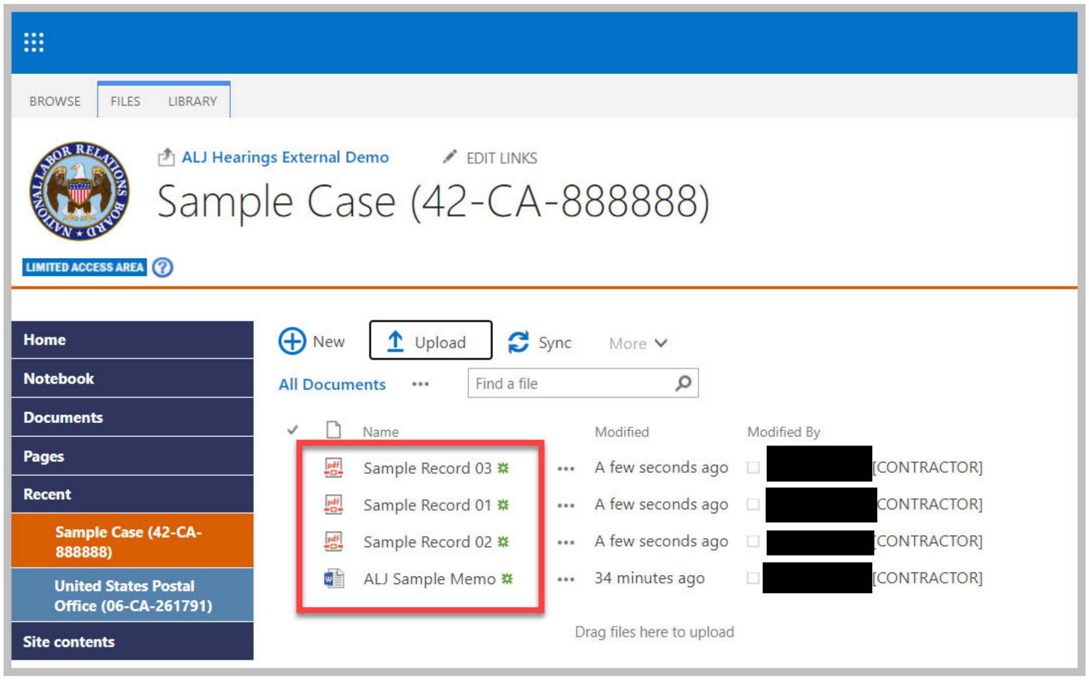
5. Your document/s has now been uploaded to the document library successfully.



6. You can also upload documents from your computer to SharePoint document library by simply click-and-drag the document/s over to the browser.



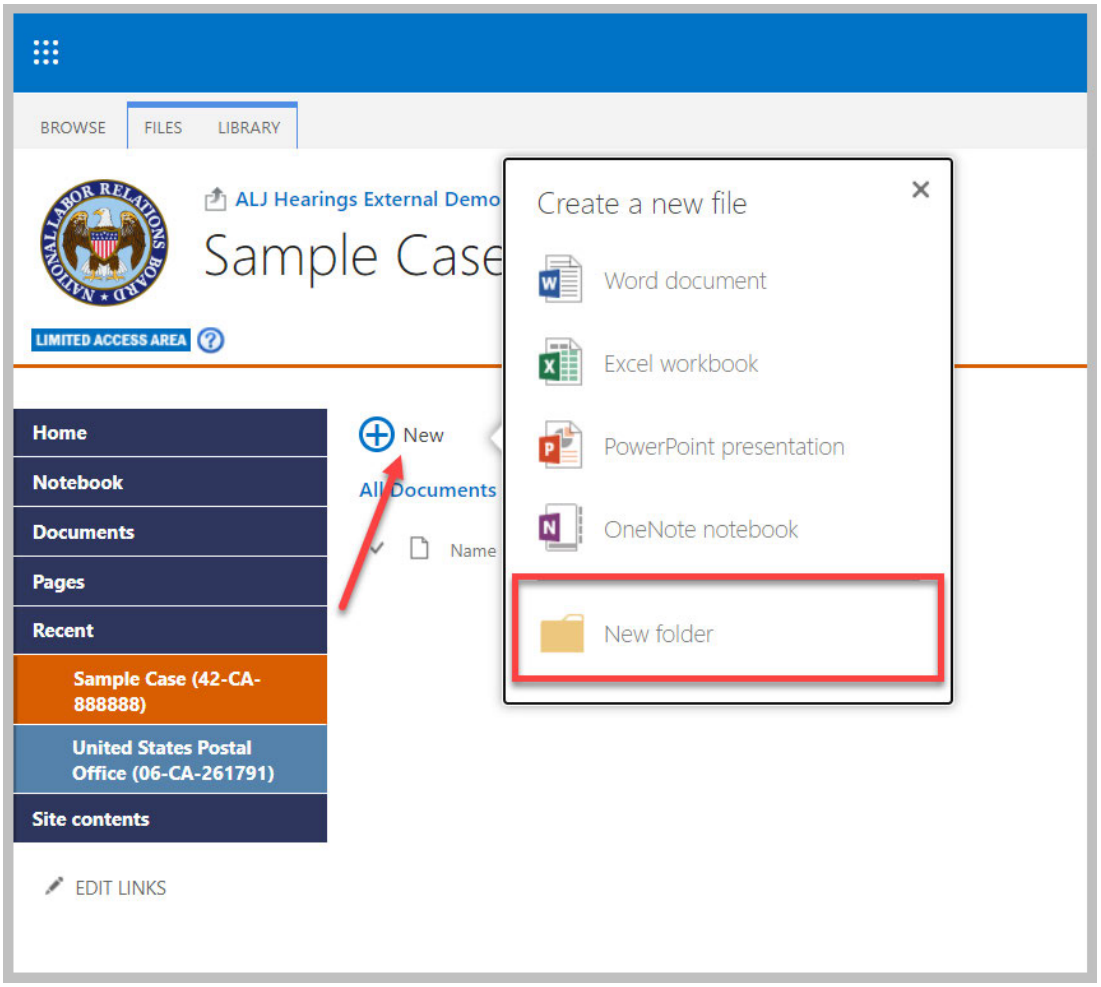
7. Once you drop the document/s, they will appear in the document library.



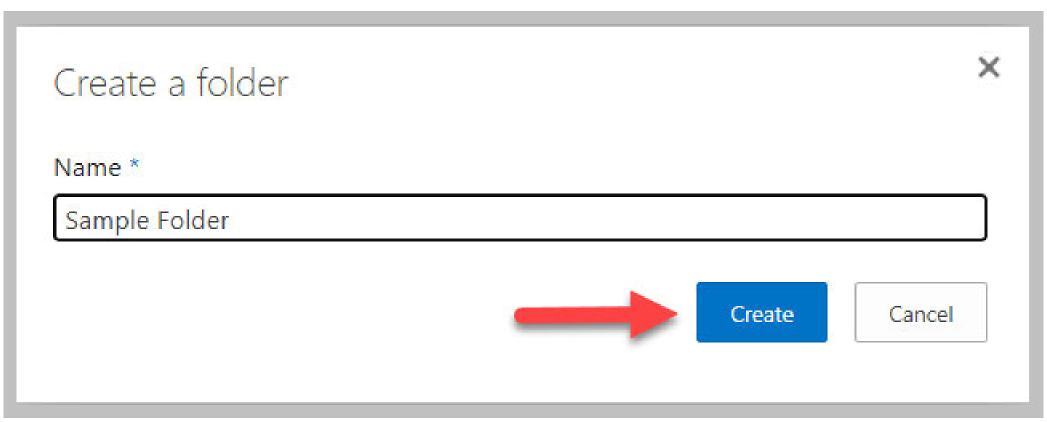
Create a Folder

If or when you need to organize your documents, you can use folders. To create a folder, follow the steps below:

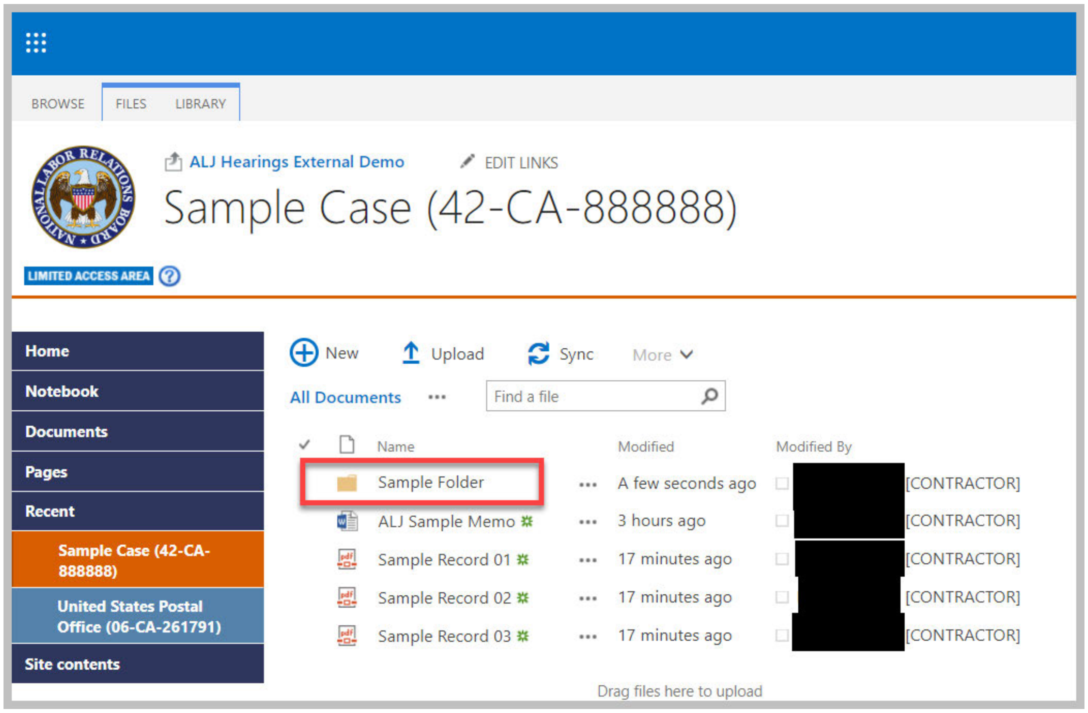
1. Once you are in the document library, click on “Create” button and select “New Folder”.



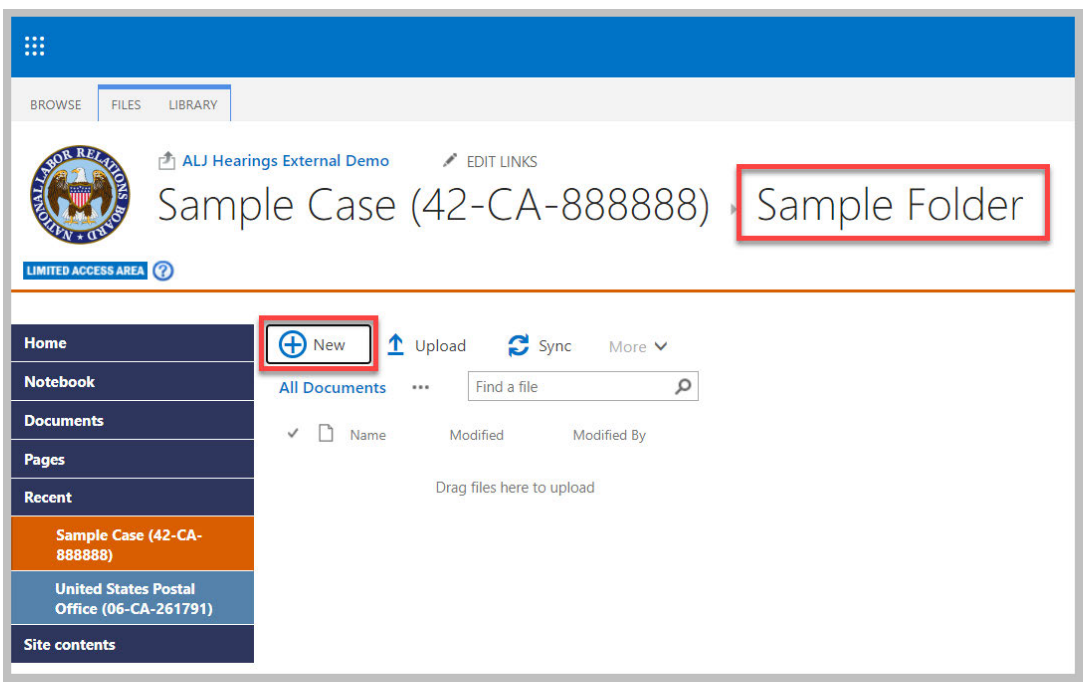
2. You will get a “Create a folder” prompt on your screen. Enter the folder name of your choice and click on “Create” button.



3. You can now see a new folder in the document library.



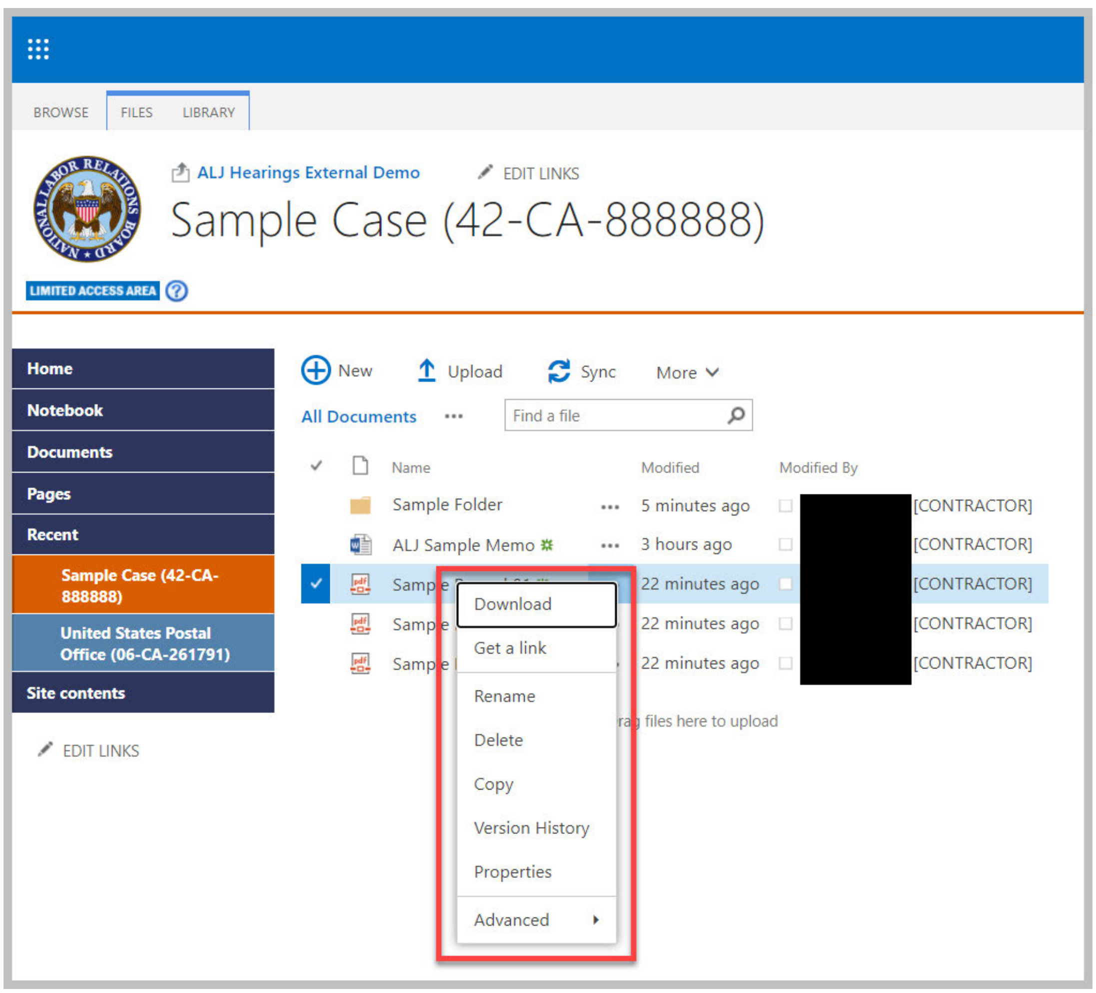
4. If you want to create documents in the folder, simply click on the folder name to get inside the folder and follow the steps given in "Create a new Document" section of this guide.



Document Actions Inside a Document Library:

Inside the document library, when you right-click on any available document (inside the folder as well), you will be able to perform additional actions as shown in the screen shot. Some of the popular actions are given below:

Action	Description
Download	This option allows you to download the document to your computer.
Rename	This option allows you to rename the document.
Delete	This option allows you to delete the document from the document library and send it to Recycle Bin.
Version History	This option allows you to review the version history of the document.



Managing Users - Create a SharePoint Users Group

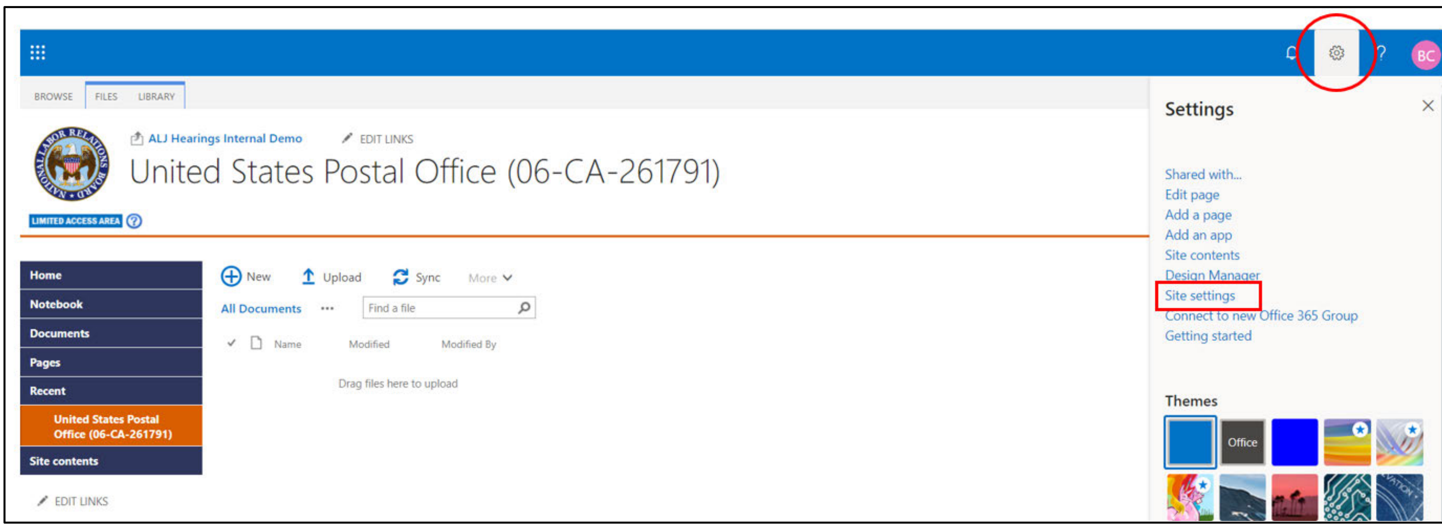
SharePoint groups are used to grant permissions to the users who will be working on a particular case. This way, only people who will be working on the case will have access to that document library. For example, if you have a document library with the following details:

- Case Name: United States Postal Service
- Case Number: 06-CA-261791

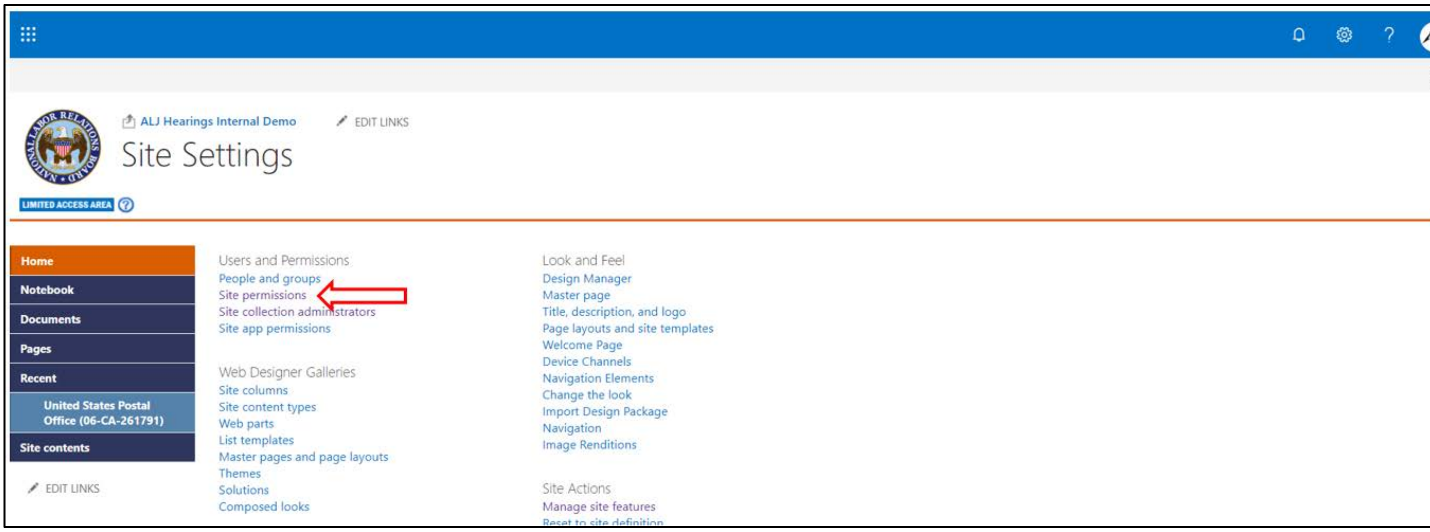
Then we will be setting up a new SharePoint group to add users who are unique to this case. Same process will be repeated to setup SharePoint groups for all cases that will be created in any site.

To setup a new SharePoint group, follow the steps given below:

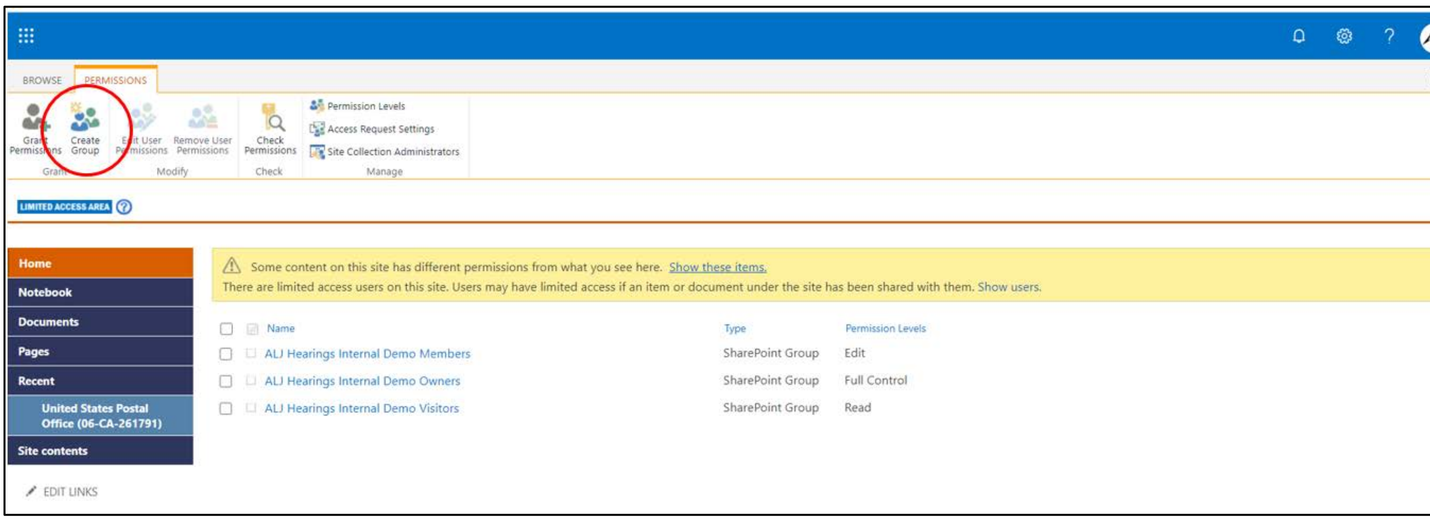
1. From any page in the site, click on the “Gear Icon” in the top right-hand corner of the page. This will open a new menu on the screen. Click on “Site Settings” link.



2. On the next page, under “Users and Permissions” heading, click on “Site Permissions” link.



3. Once you are on the Site Permissions page, click on "Permissions" menu tab and then click on "Create Group" icon on the menu bar.



4. On the next screen, fill out the information (see example shown below). Group name can be setup to include Case Name and Number as well as the members for easy identification. Once all required information is filled out, click on "Create" button.

- Name:	This is the name of the group and should be reflective of its function. For example, to setup a group to add Bailiff, SharePoint group name could be setup as "**USPS (06-CA-261791) – Bailiff**" or for the members who will be working on this case as "**USPS (06-CA-261791) – Members**"
- About Me:	You can add some description text about this group.
- Owner:	By default, the person who is creating the group will be selected as the owner of the group. However, this should

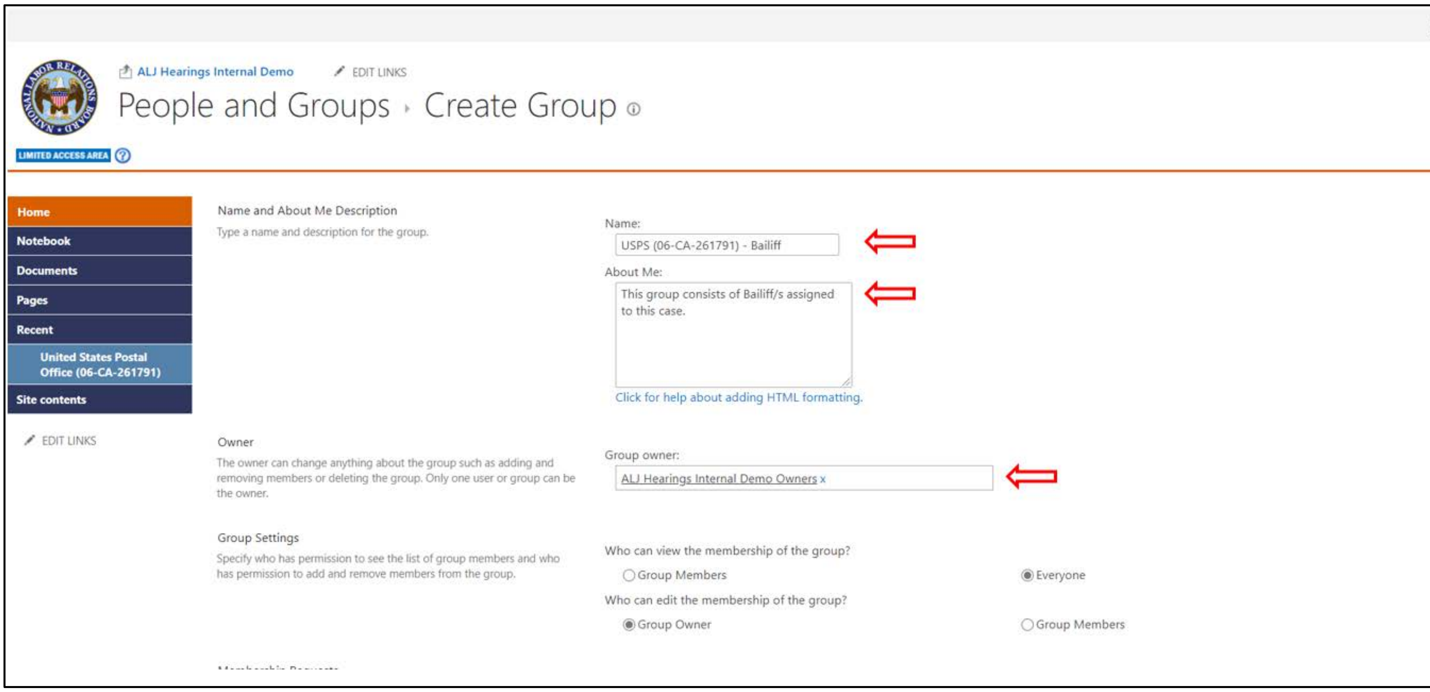
be changed by removing the prepopulated name and replacing with the site Owners group as follows:

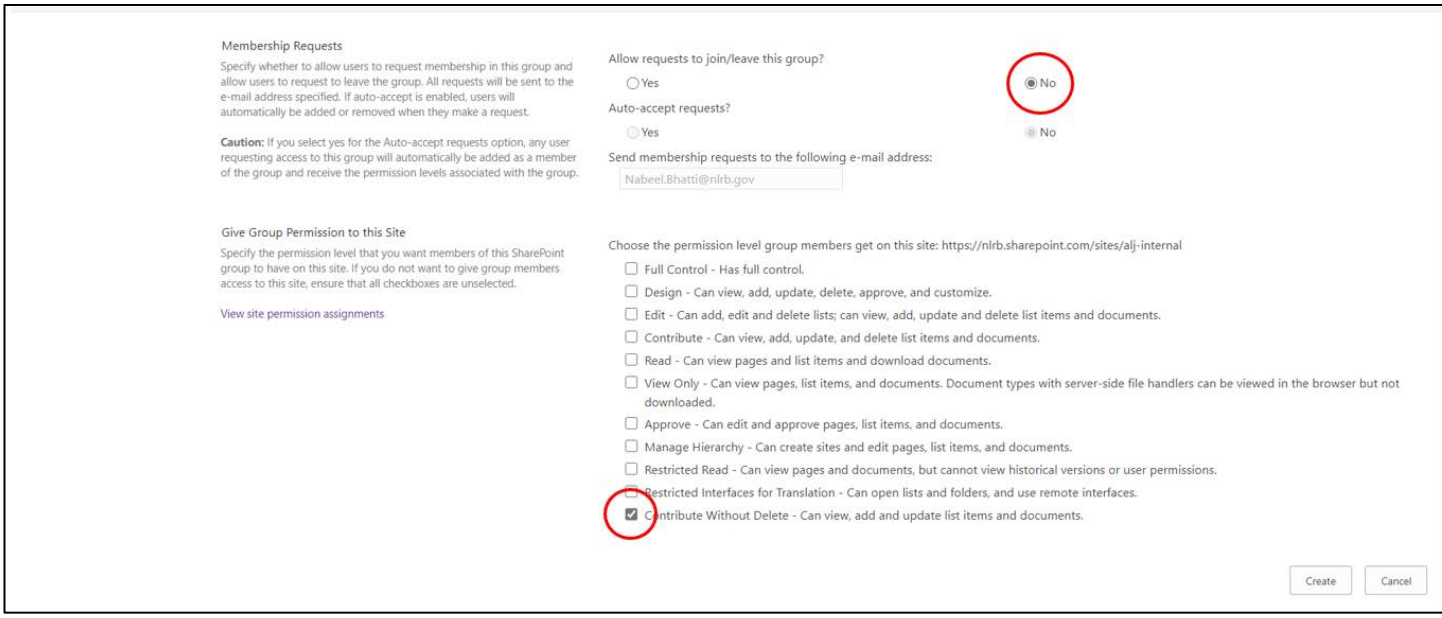
- Delete the prepopulated name.
- Type in the site name. This will bring all the existing SharePoint group for this site in suggestions dropdown list. Select the group that has “Owners” included in its name.

- Group Settings: Select “Everyone” and “Group Owner” per the screen shot below.

- Membership requests: No

- Give Group Permissions to this Site: Select “Contribute without Delete” option.

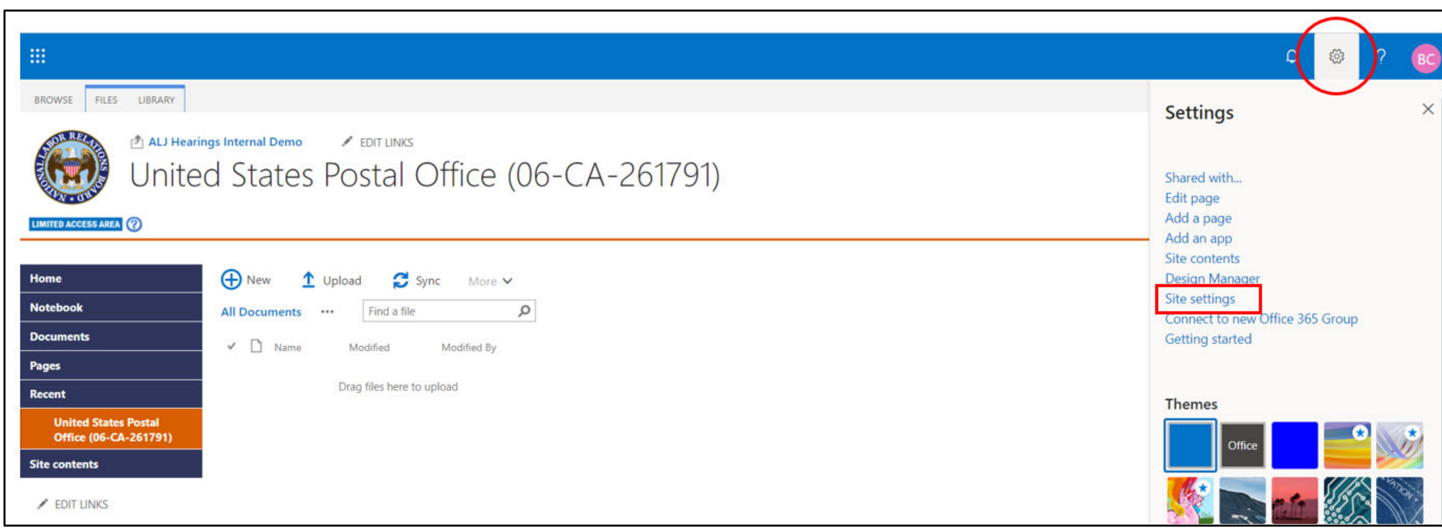




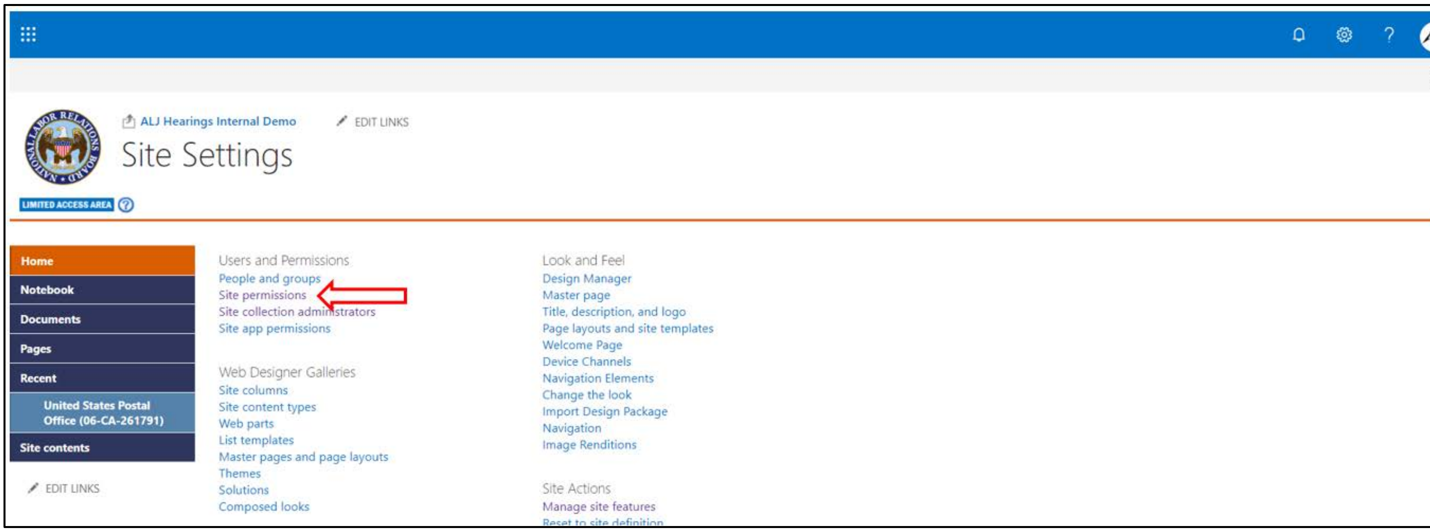
Change permissions of an Existing SharePoint Users Group

To change permission on an existing SharePoint group, follow the steps given below:

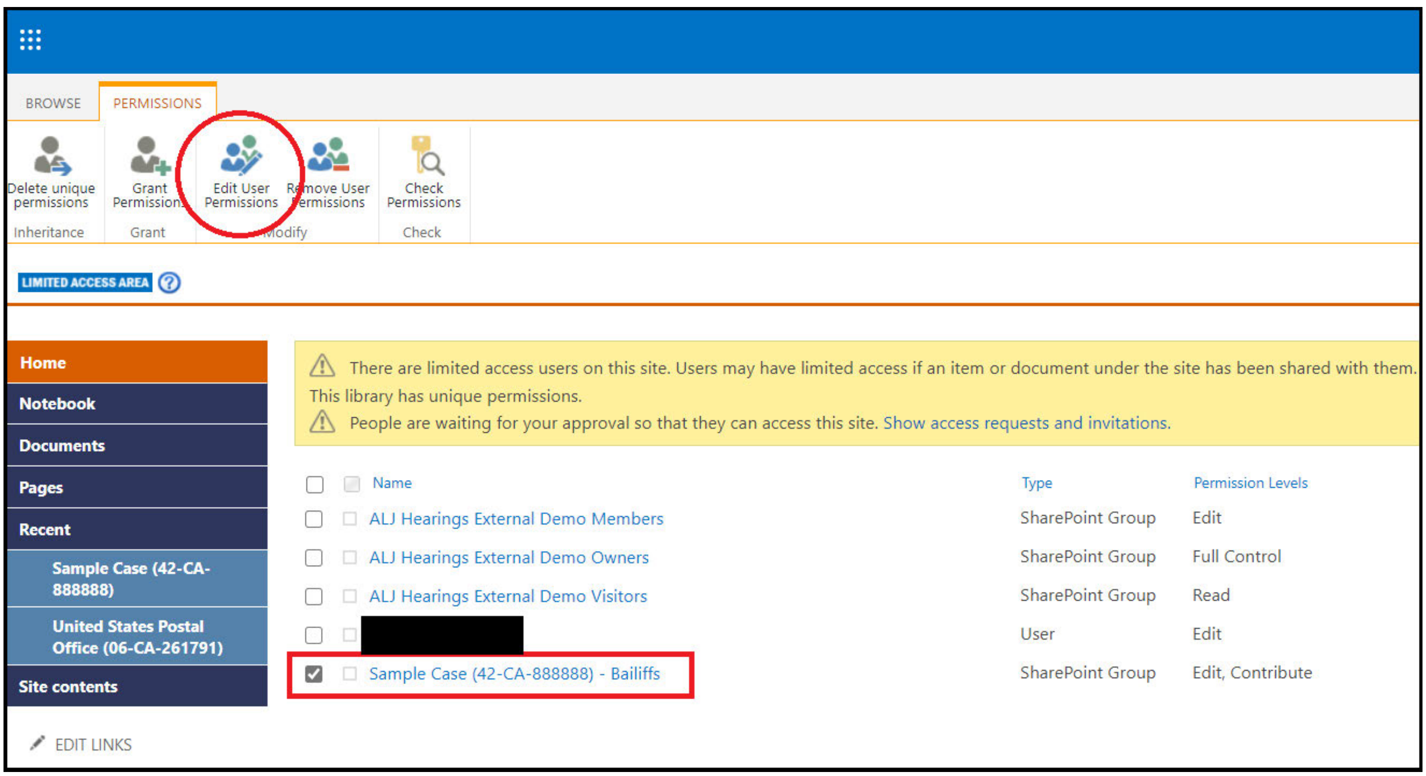
1. From any page in the site, click on the "Gear Icon" in the top right-hand corner of the page. This will open a new menu on the screen. Click on "Site Settings" link.



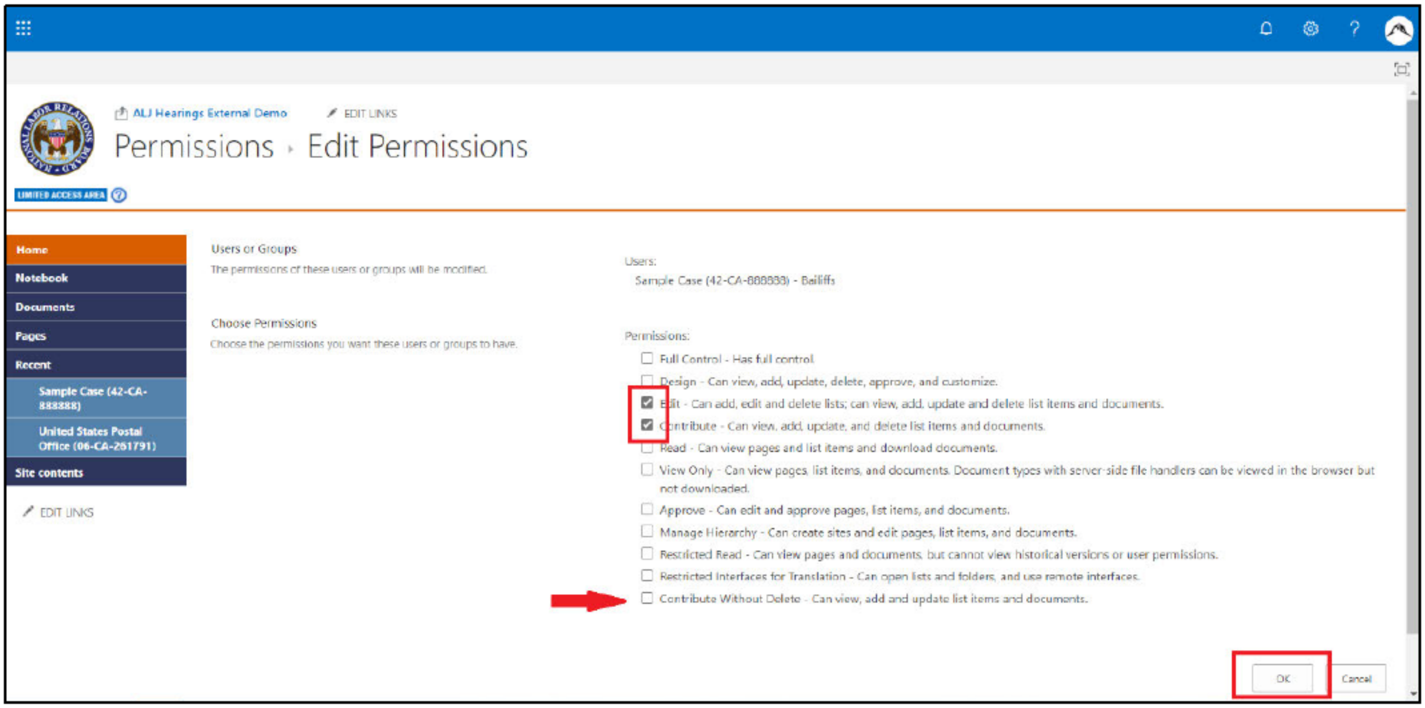
2. On the next page, under "Users and Permissions" heading, click on "Site Permissions" link.



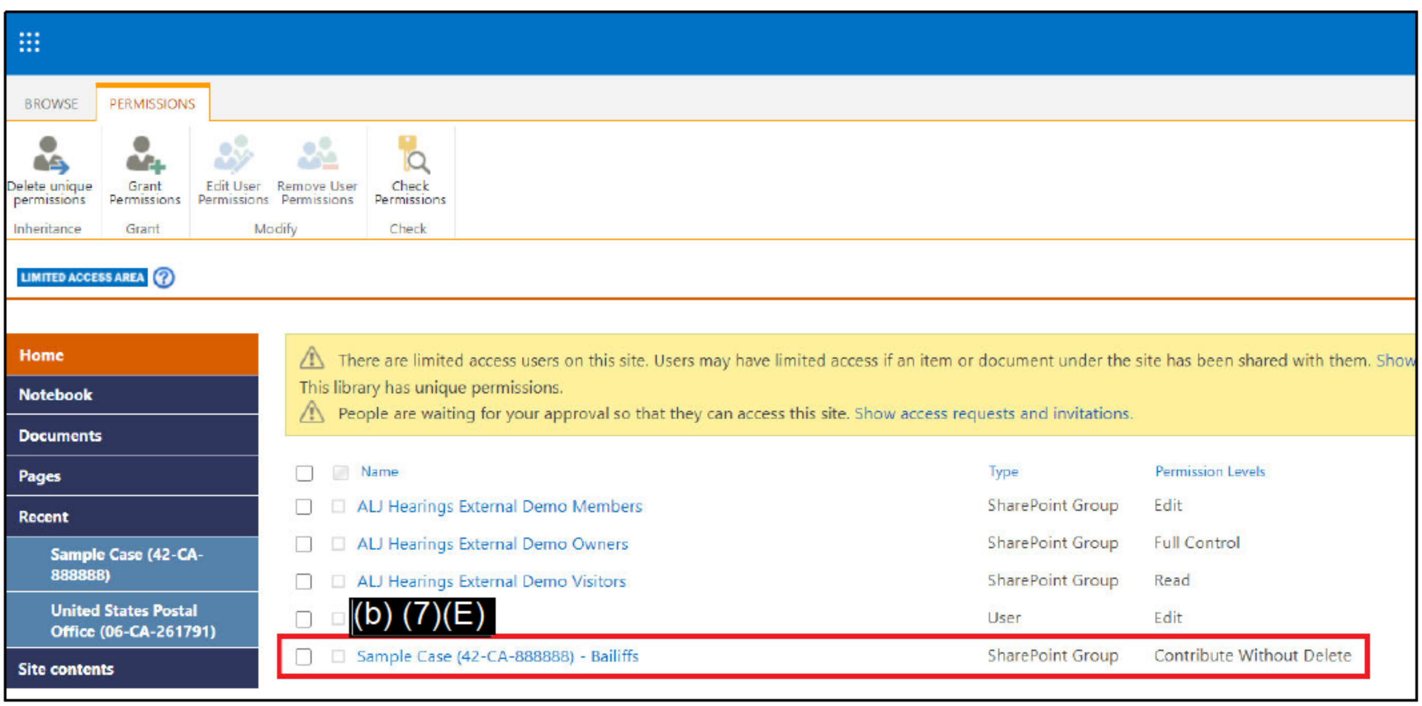
3. Once you are on the Site Permissions page, select the checkbox next to any group that you would like to change and then click on "Permissions" menu tab.



4. On the next screen, unselect current permissions and select the one that you would like to change to and click on "OK" button.

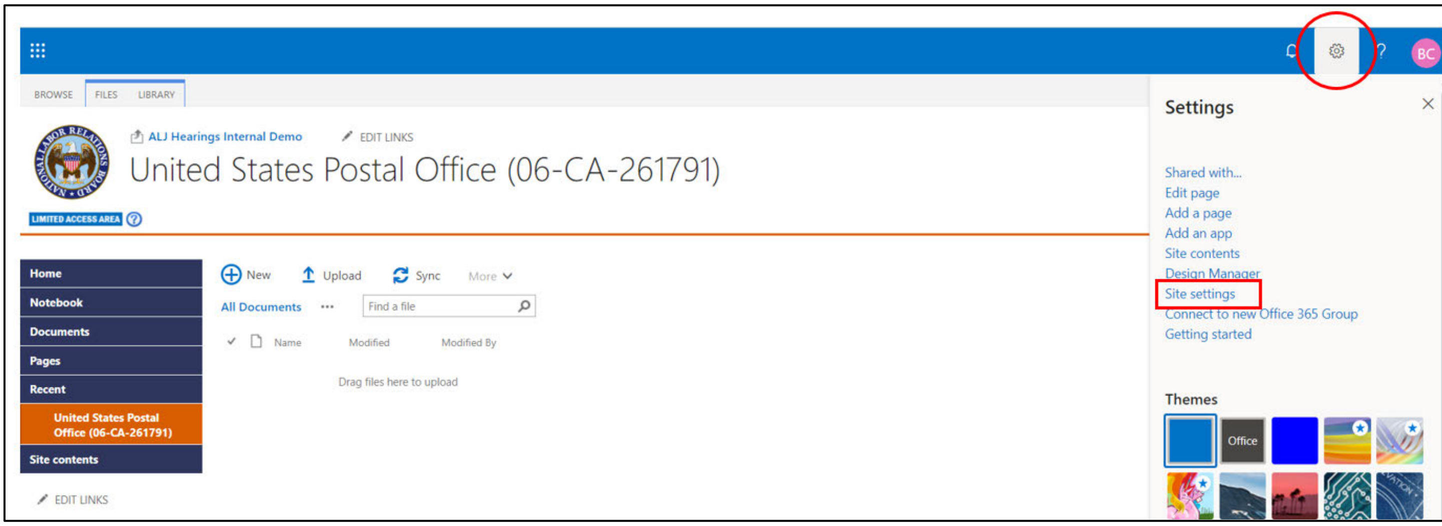


5. **Once the screen refreshes, you can see that the group permissions have changed from “Edit, Contribute” to “Contribute Without Delete”.**

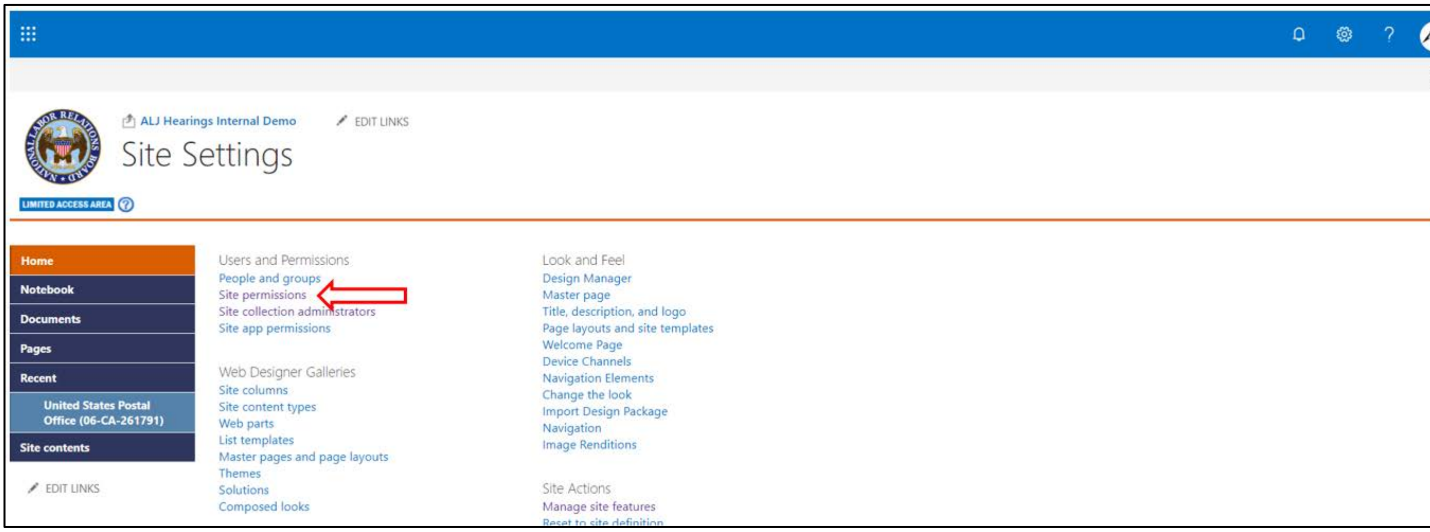


Add a User to SharePoint Group

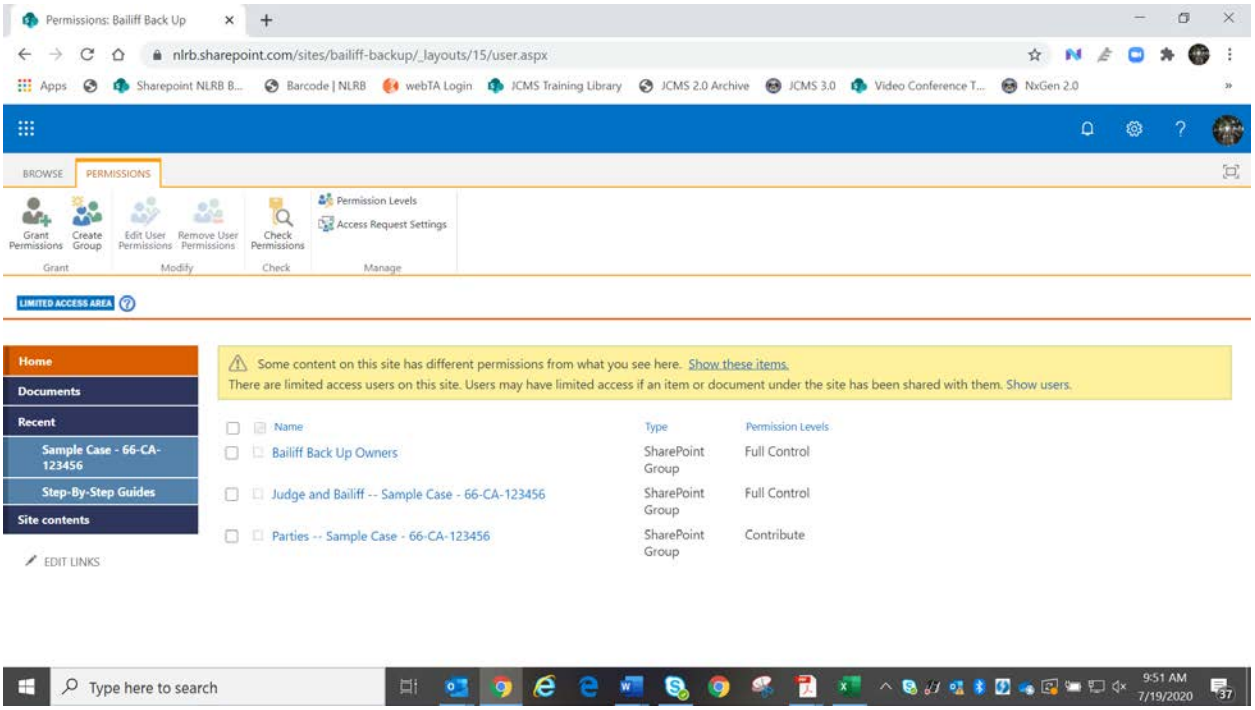
1. From any page in the site, click on the “Gear Icon” in the top right-hand corner of the page. This will open a new menu on the screen. Click on “Site Settings” link.



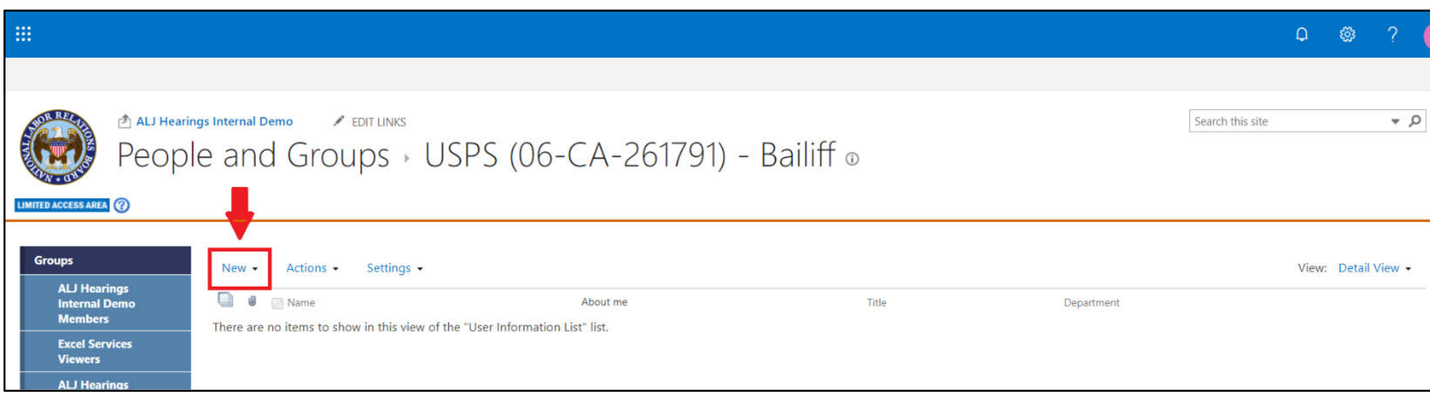
2. On the next page, under “Users and Permissions” heading, click on “Site Permissions” link.



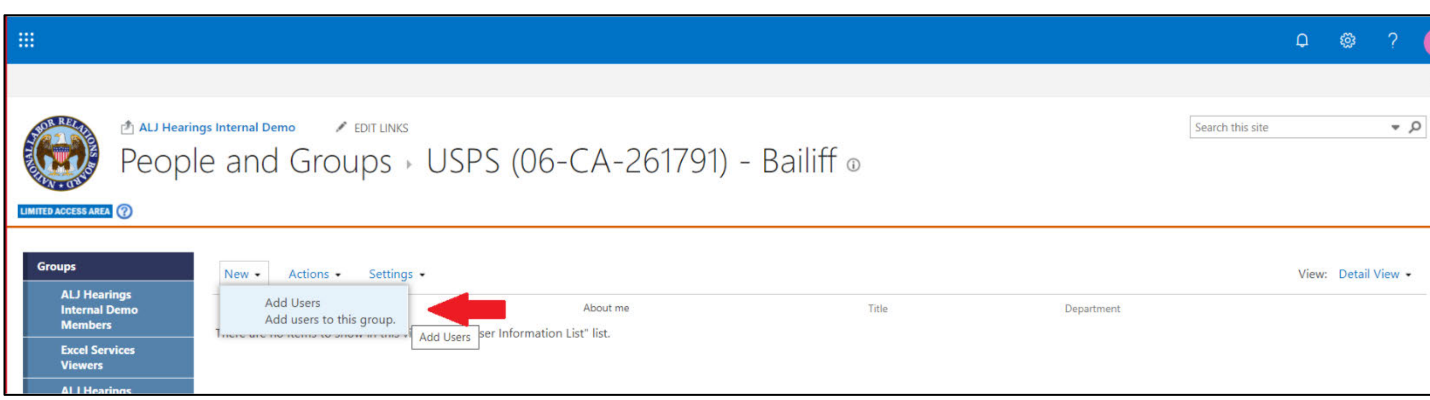
3. Click the name of the group you want to add a user to, e.g., “Parties -- Sample Case -- 66-CA-123456.”



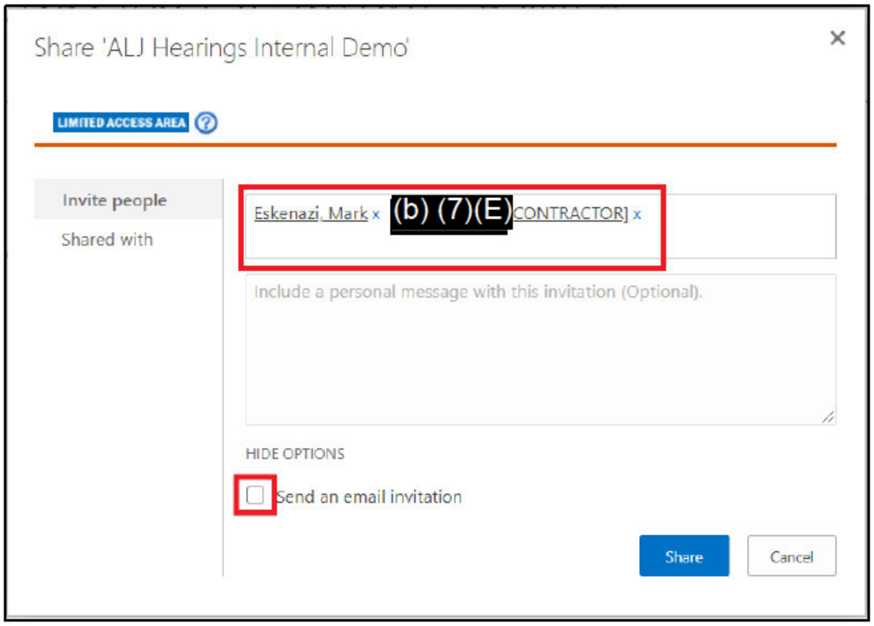
4. On the next page, click on “New” button as shown in the screen shot below.

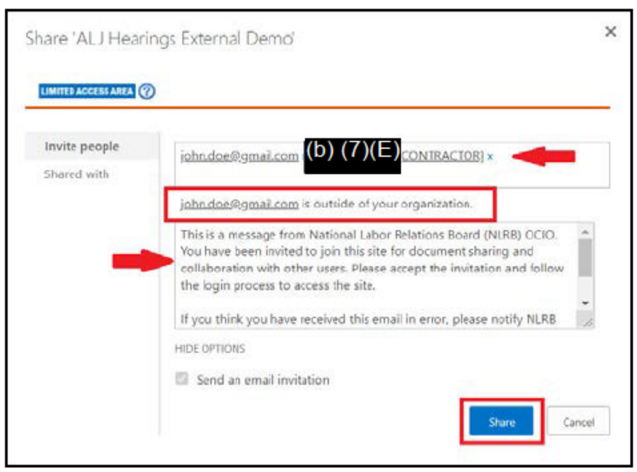


5. Click on “Add Users”.

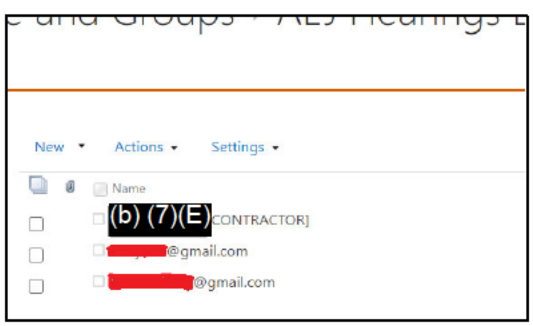


6. Type in the email addresses of the people you would like to add to this group. SharePoint will show a warning that a selected user is outside of the NLRB. You can check the option to send an email to the users who are being added to this group. You can include a short message to go along with the invitation. Click on "Share" button once done.





7. On the next screen, you can now see the user/s being added to the SharePoint group.



Document Management
in SharePoint Document Library

Introduction

A SharePoint document library is a place where a user can read, create/ upload, edit and delete MS Office documents that includes Word, Excel and Power Point. User actions are based on their permissions level. For example, a user who was only assigned "Contribute Without Delete" permission, can only read and add/modify (download) documents but cannot delete.

The purpose of this document is to show various features associated with document management in SharePoint document library.

Create a new Document

1. To create a new document, browse to the document library of your choice. You can either use a shortcut (where available) in the left navigation menu (Figure 1) or using "Site Contents" under SharePoint menu (i.e. gear icon) as shown below (Figure 2 and 3).

Figure 1 - Using Left Navigation Menu

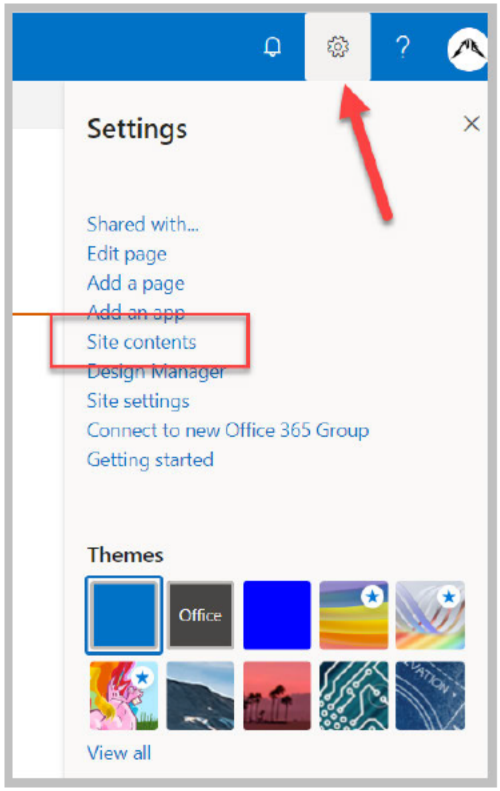


Figure 2 - Using Site Contents (Gear Icon)

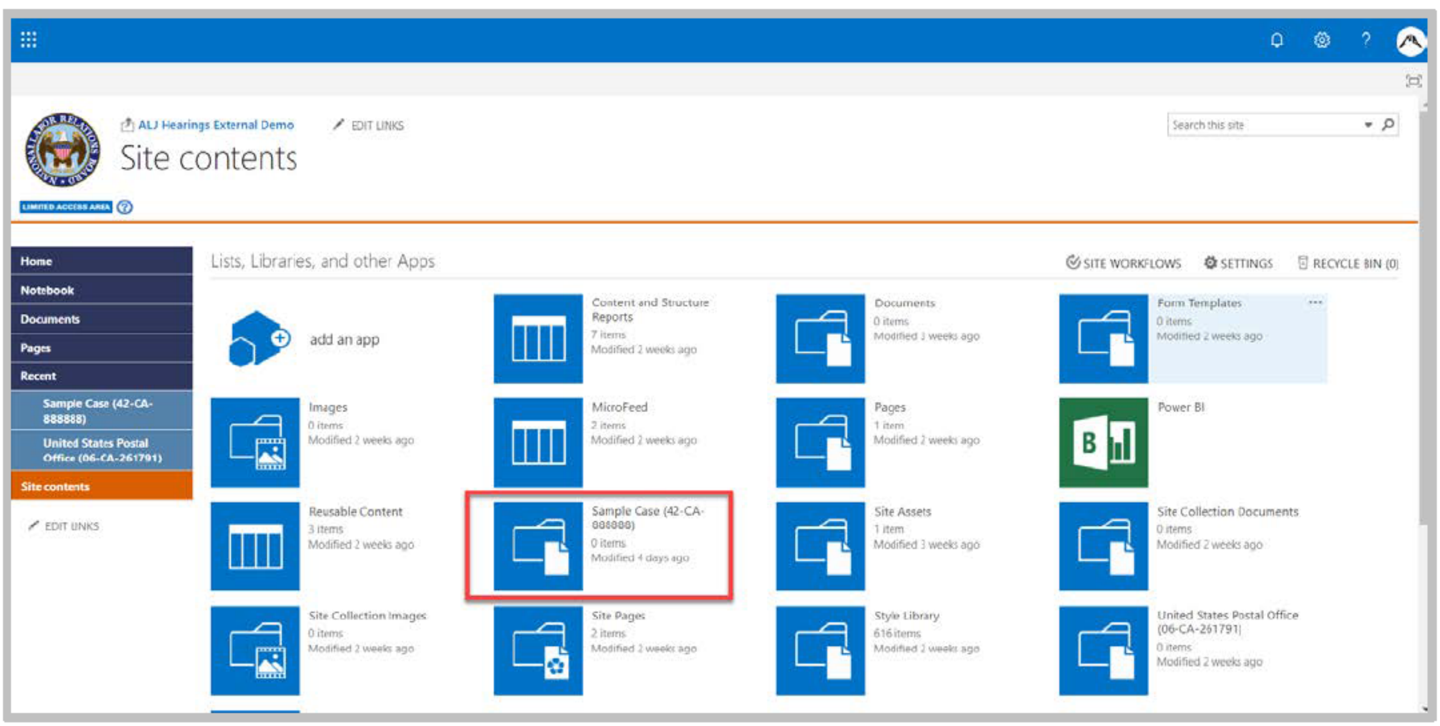
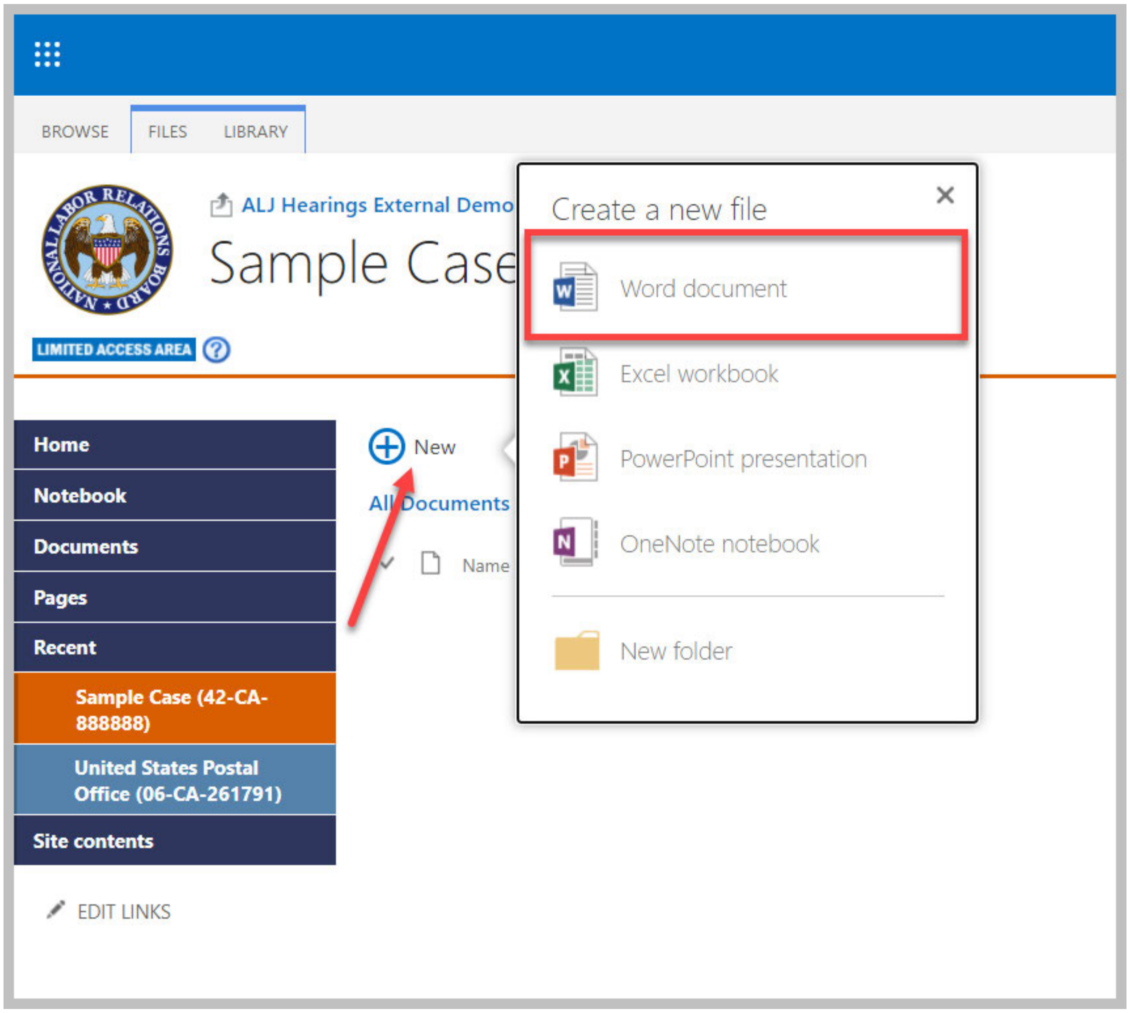
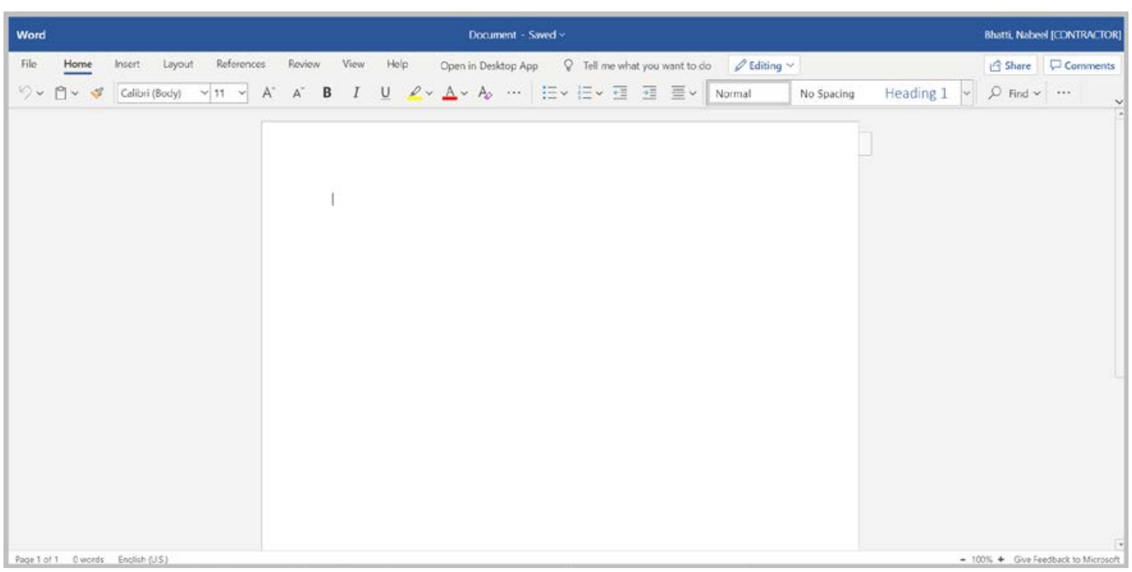


Figure 3 - Click on the Document Library Name

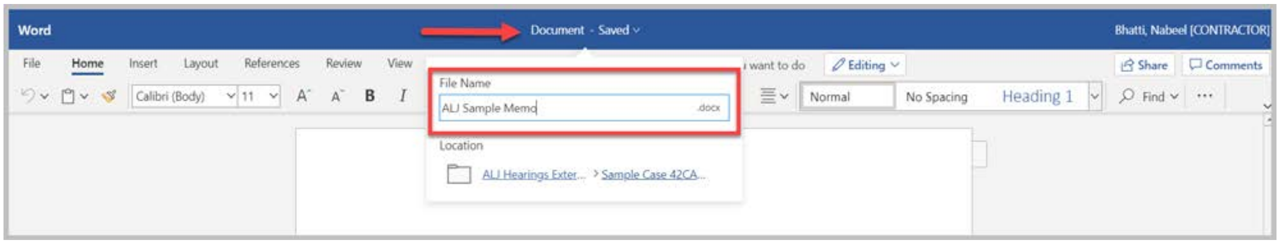
2. Once you are in the document library, click on "New" and select the type of document you would like to create. In this example, we are creating a "word" document.



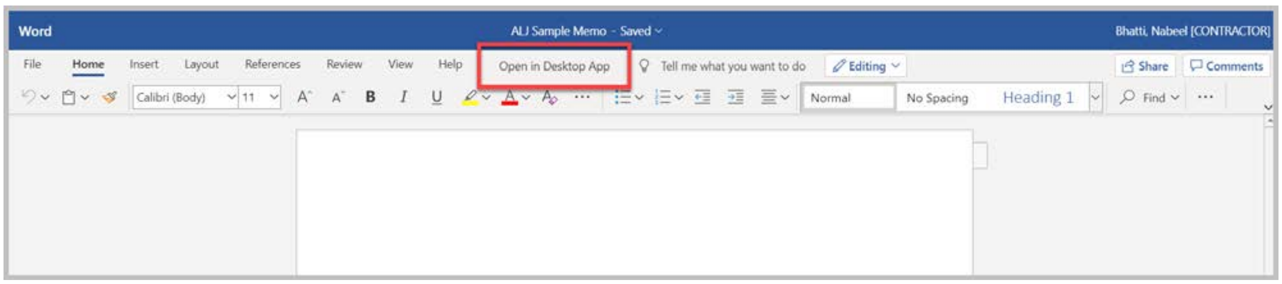
3. This will open a blank document in the browser window.



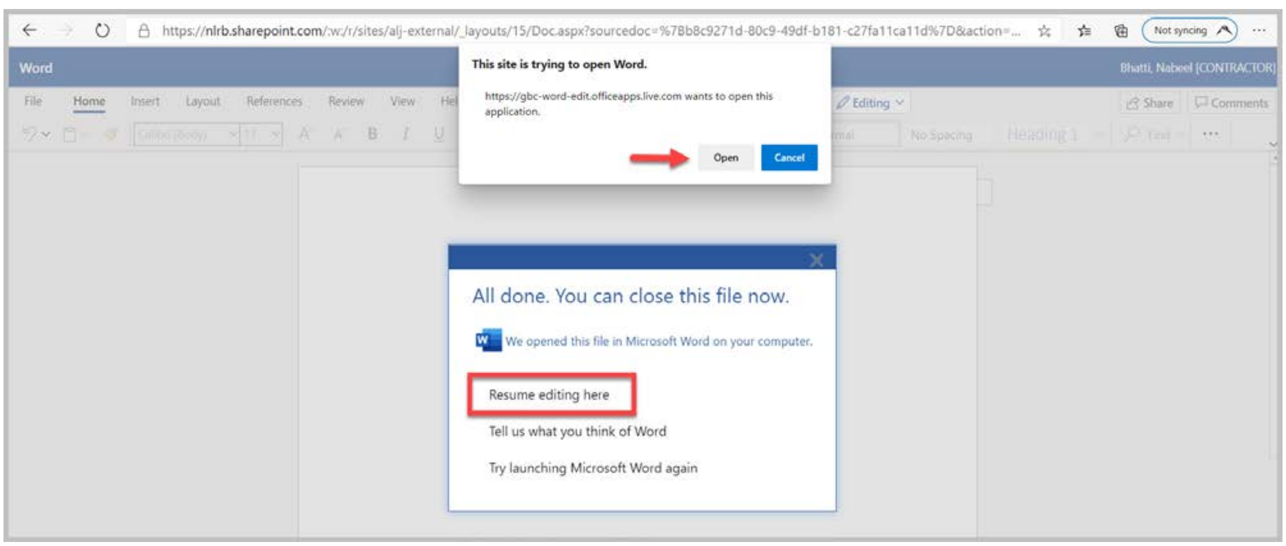
4. To give your new document a name, click on the "document" text at the top and type in a new document name as shown below:



5. You can also open the same document on your computer using word desktop app. To do that, click on "Open in Desktop App".



6. A new prompt will appear on the screen, click on "Open" button to open this document in desktop app. You can also resume to edit in the browser by clicking on "Resume editing here" option as shown below.

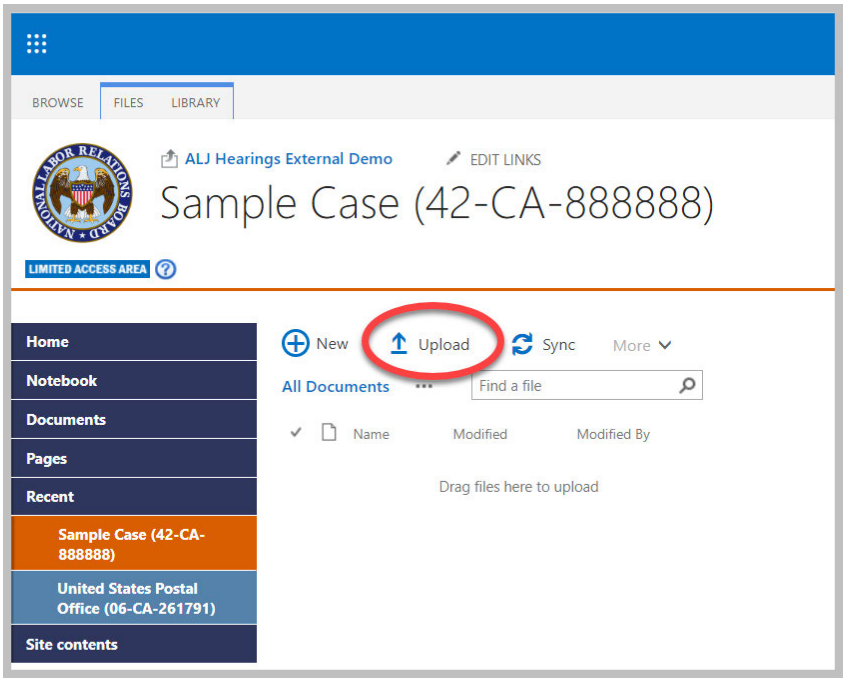


7. You can now start working on your document. Your changes are being saved automatically.

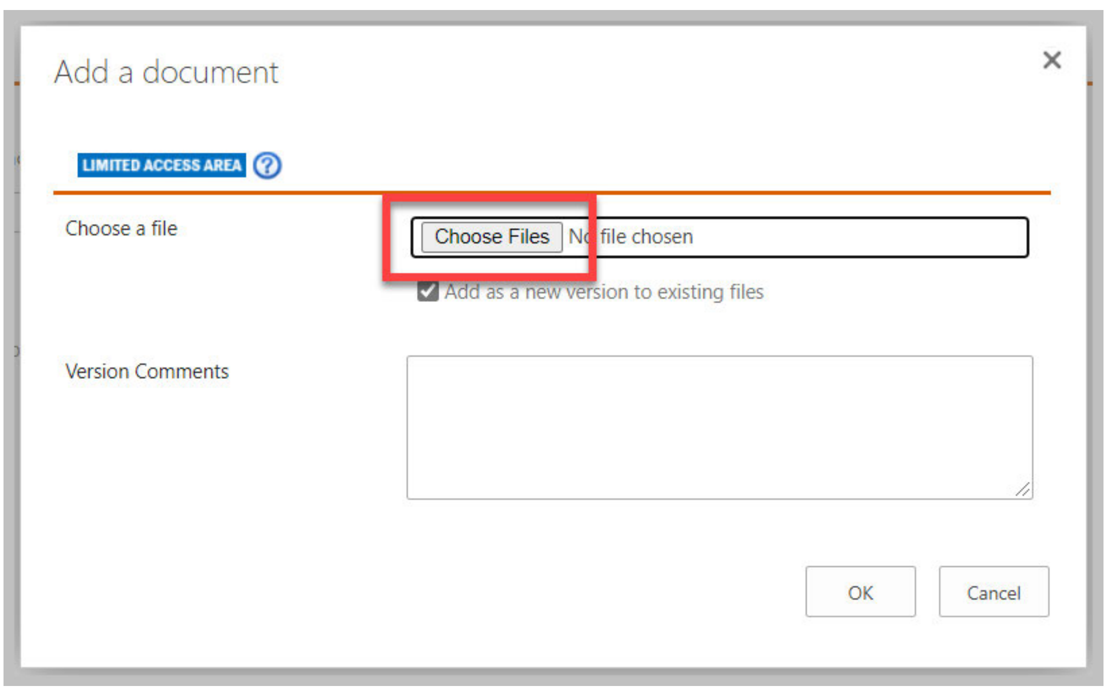
Upload an Existing Document

If you have an existing document on your computer and want to save it in the SharePoint document library, you can easily upload it. To do that follow the steps below:

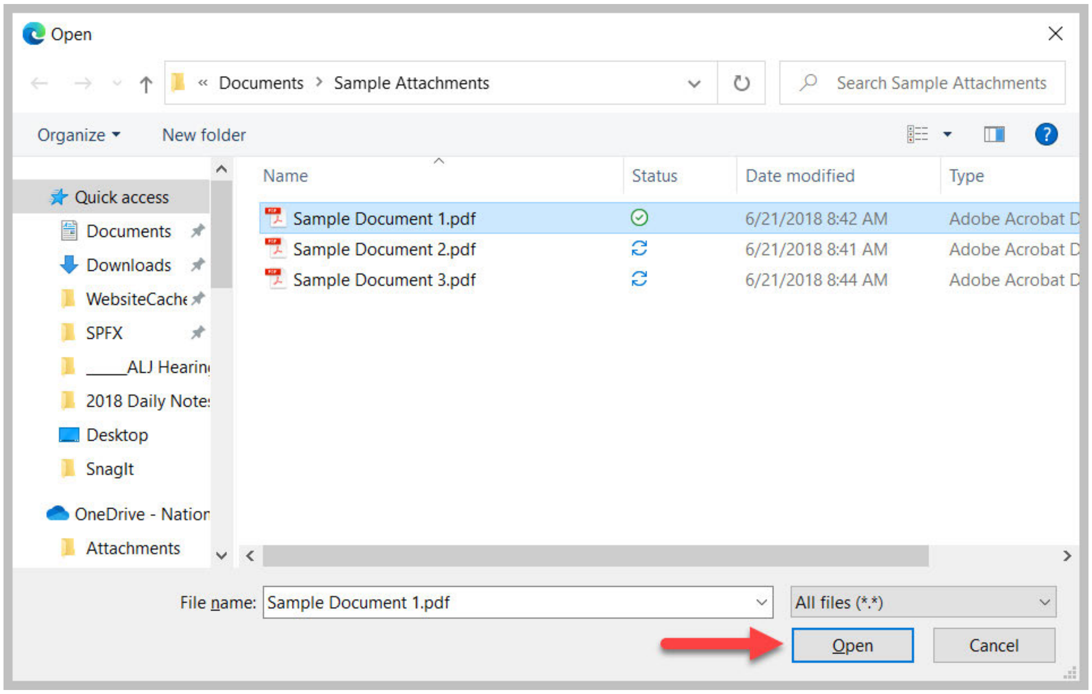
1. Once you are in the document library, click on "Upload" button.

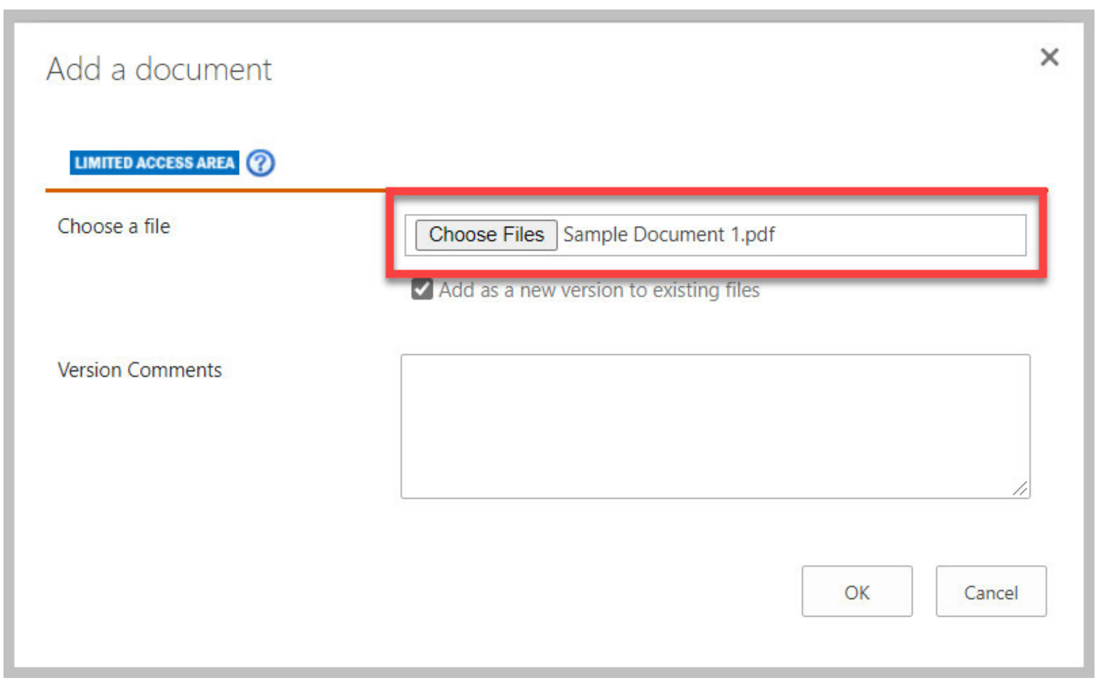


2. An "Add a document" prompt will appear on the screen, click on "Choose Files" button.

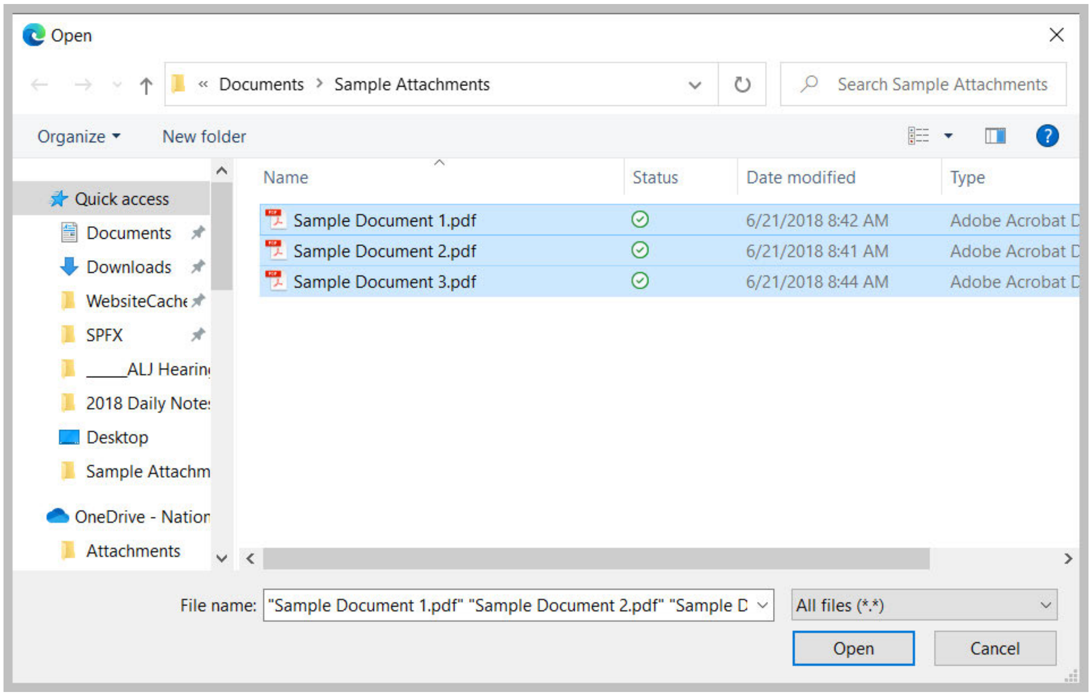


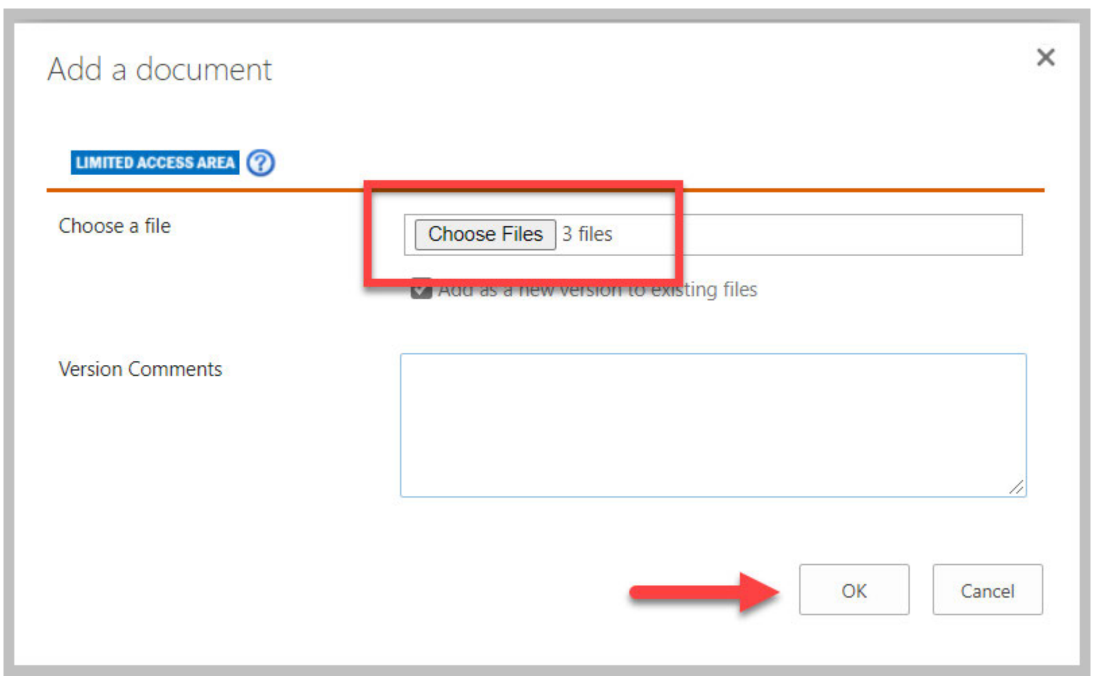
3. On the next window, you can select any type of document from your computer (including word, excel spreadsheet, pdf etc.) and then click on “Open” button. Click on “Ok” button on the “Add a document” prompt to finally upload the selected document in document library.



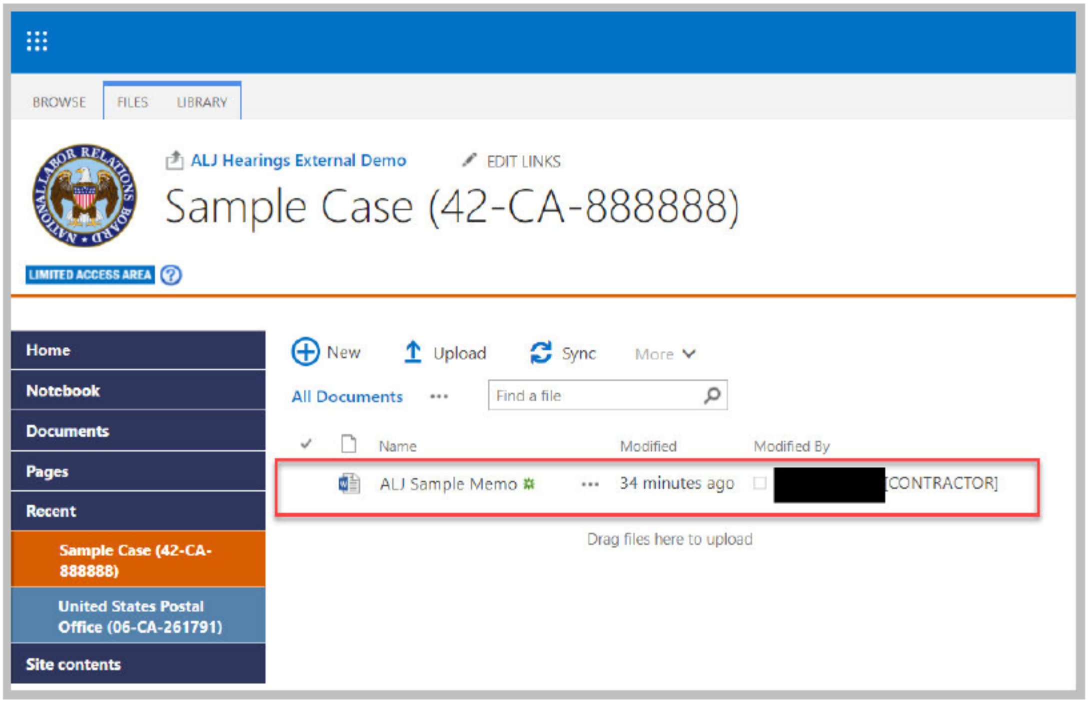


4. You can also select multiple files to upload. To do this, while keeping “Ctrl” key on the keyboard pressed use left mouse button and click on all the files you would like to select. Once selection has been made, click on “Open” button.

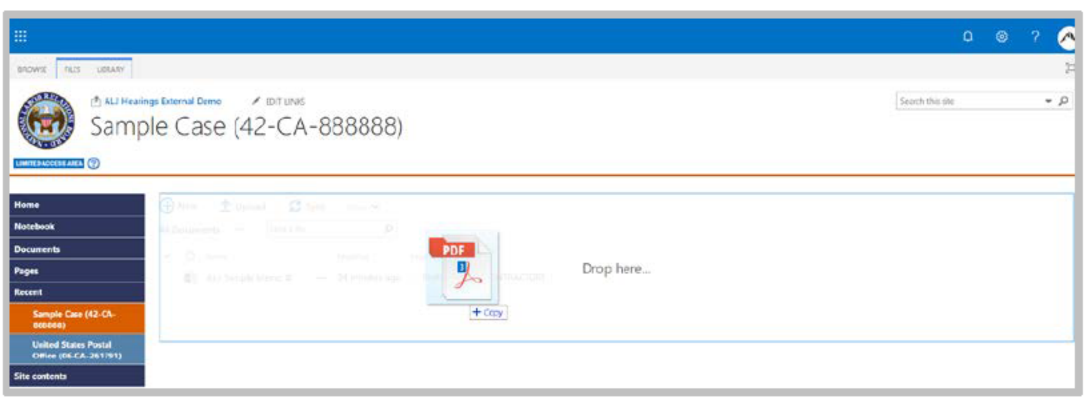




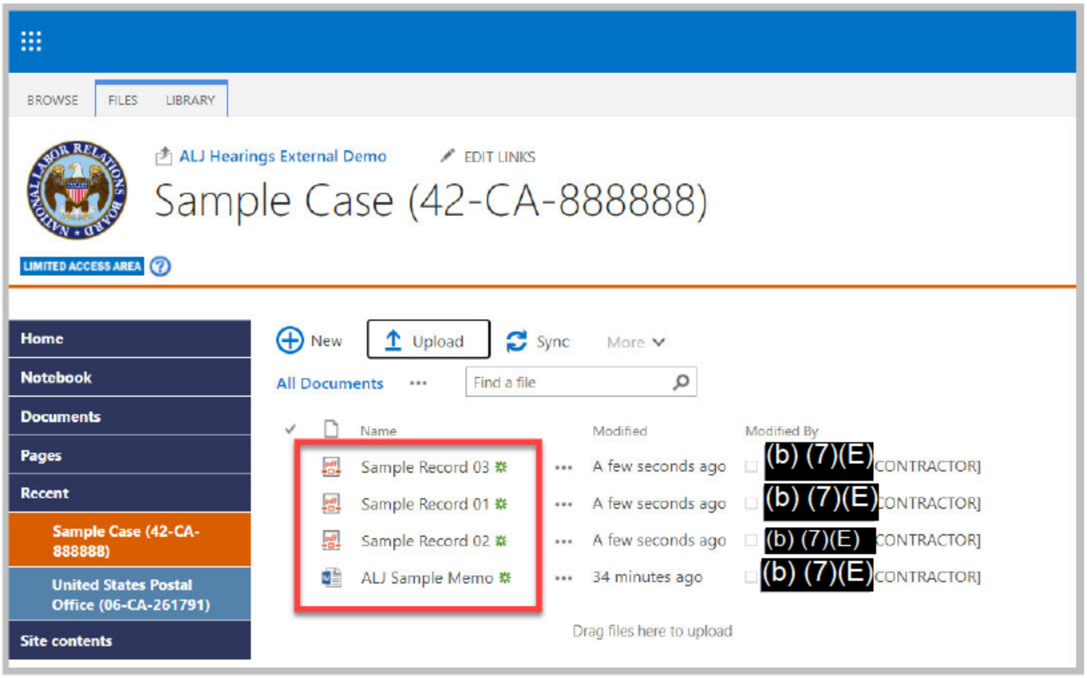
5. Your document/s has now been uploaded to the document library successfully.



6. You can also upload documents from your computer to SharePoint document library by simply click-and-drag the document/s over to the browser.



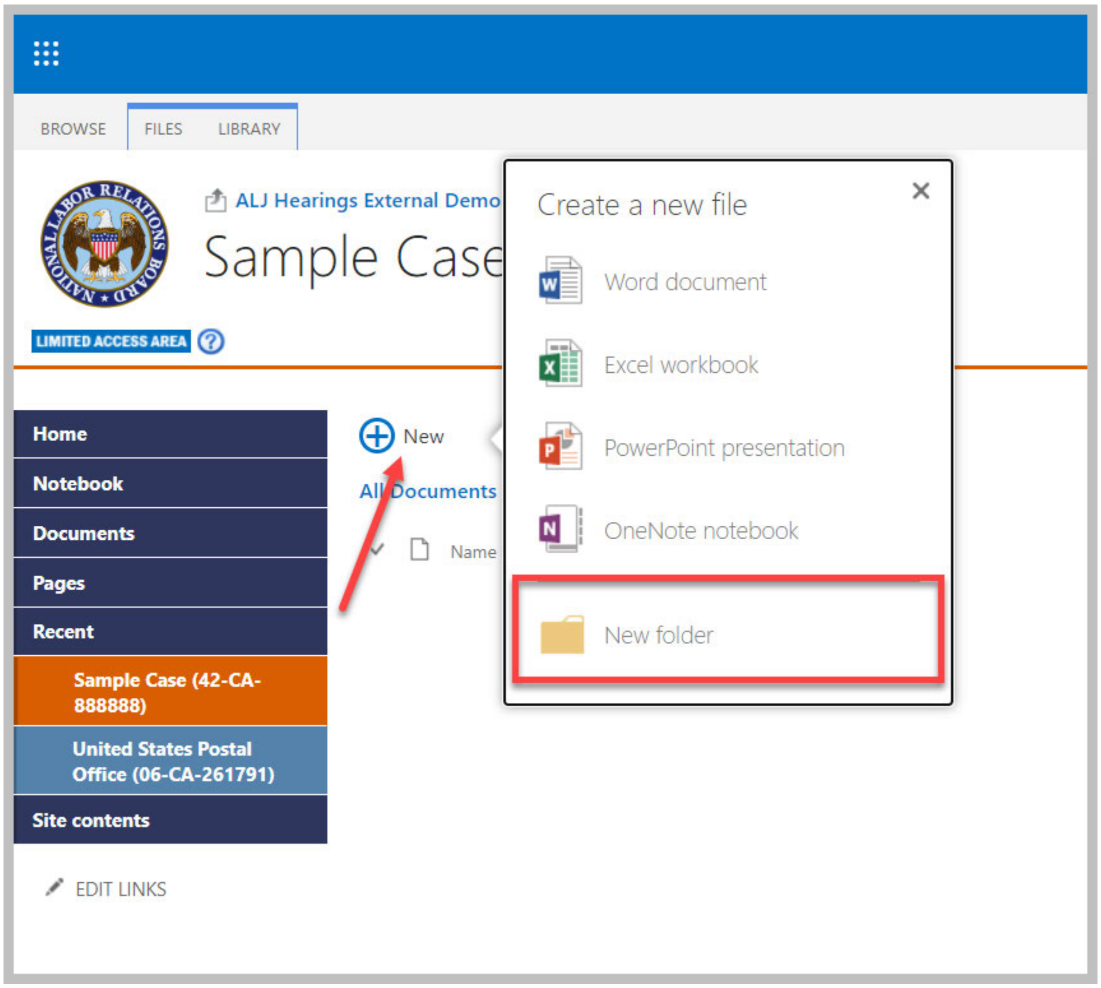
7. **Once you drop the document/s, they will appear in the document library.**



Create a Folder

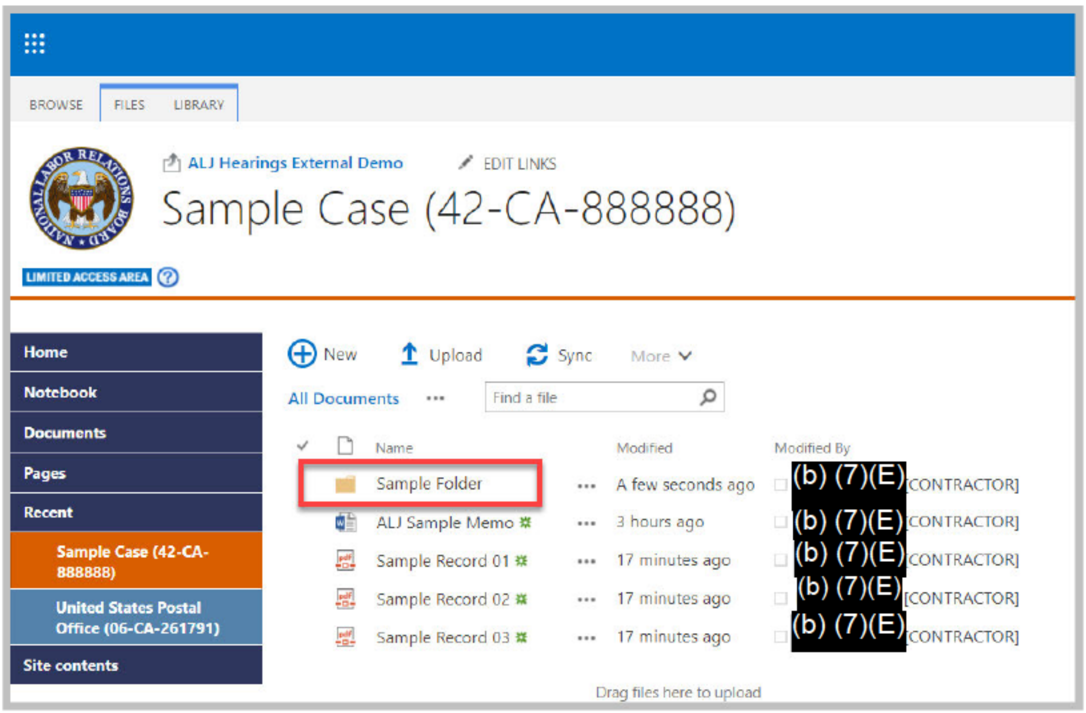
If or when you need to organize your documents, you can use folders. To create a folder, follow the steps below:

1. Once you are in the document library, click on “Create” button and select “New Folder”.

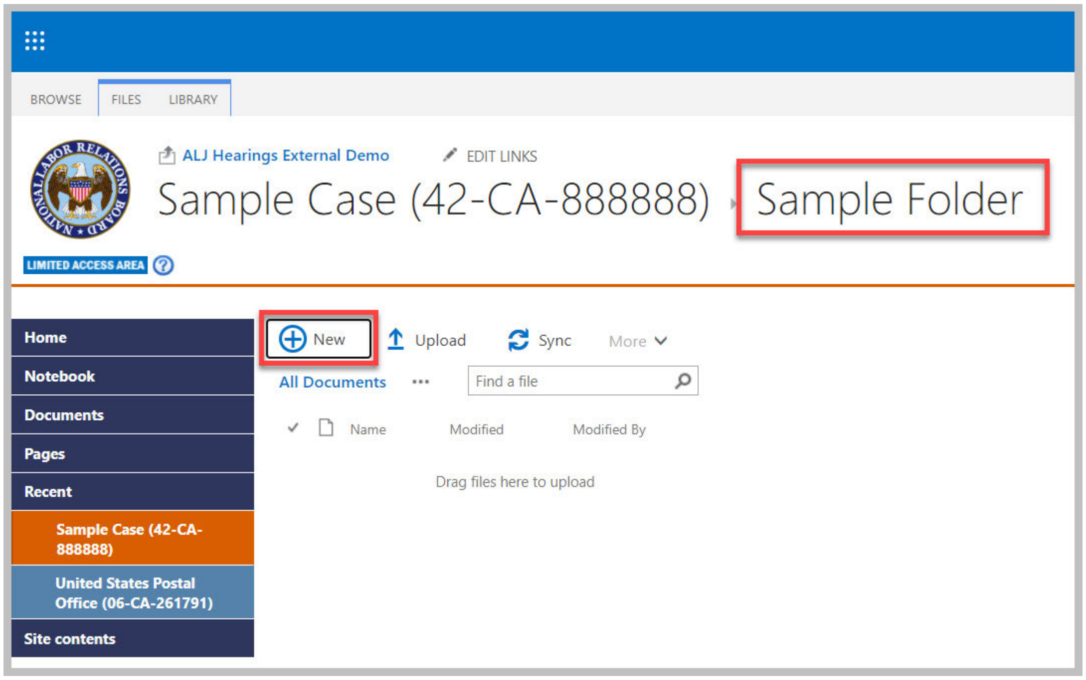


2. You will get a “Create a folder” prompt on your screen. Enter the folder name of your choice and click on “Create” button.

3. You can now see a new folder in the document library.



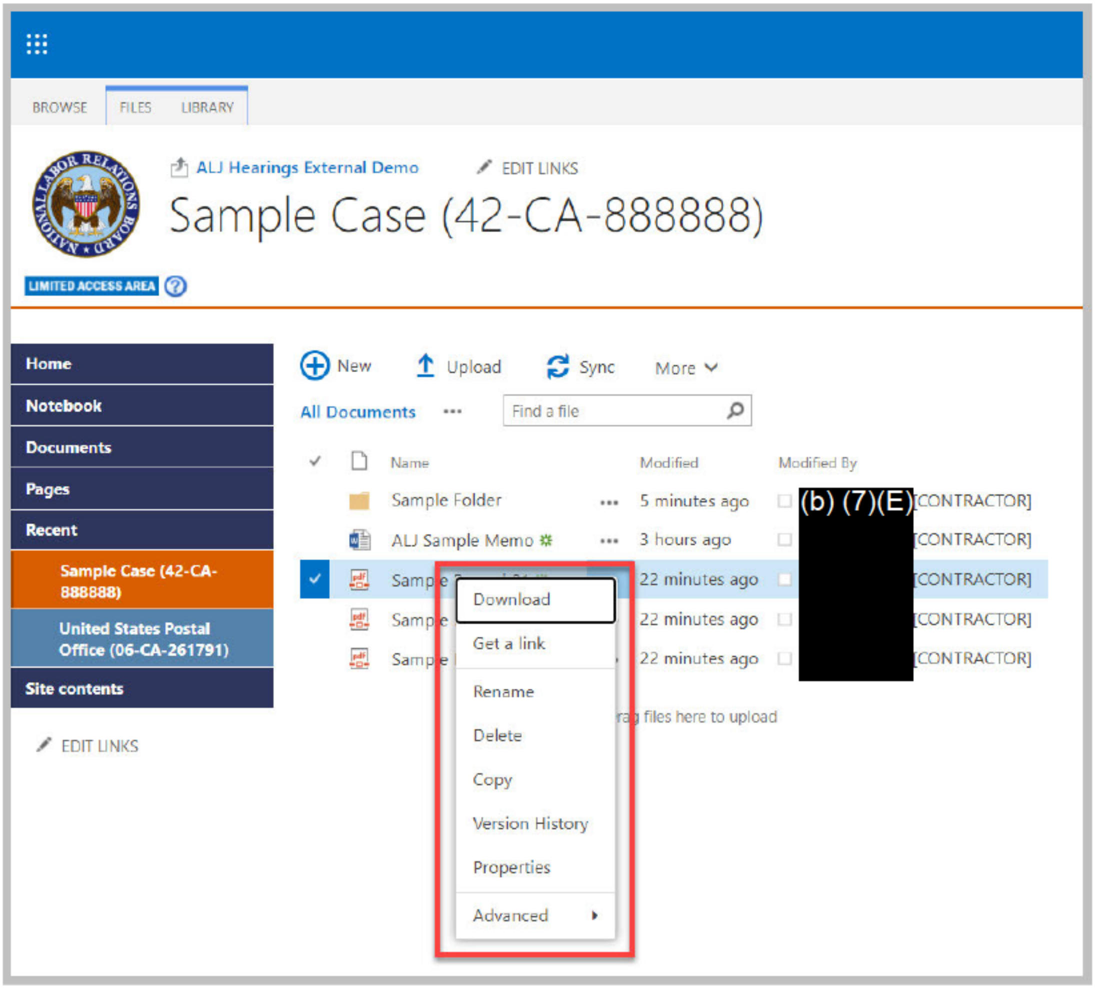
4. If you want to create documents in the folder, simply click on the folder name to get inside the folder and follow the steps given in “Create a new Document” section of this guide.



Document Actions Inside a Document Library

Inside the document library, when you right-click on any available document (inside the folder as well), you will be able to perform additional actions as shown in the screen shot. Some of the popular actions are given below:

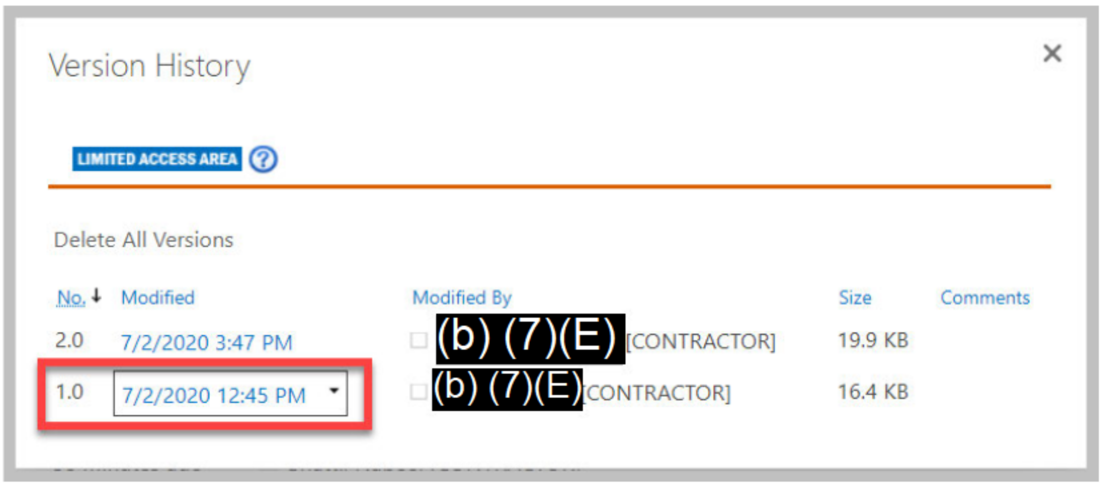
Action	**Description**
Download	This option allows you to download the document to your computer.
Rename	This option allows you to rename the document.
Delete	This option allows you to delete the document from the document library and send it to Recycle Bin.
Version History	This option allows you to review the version history of the document.



Version History

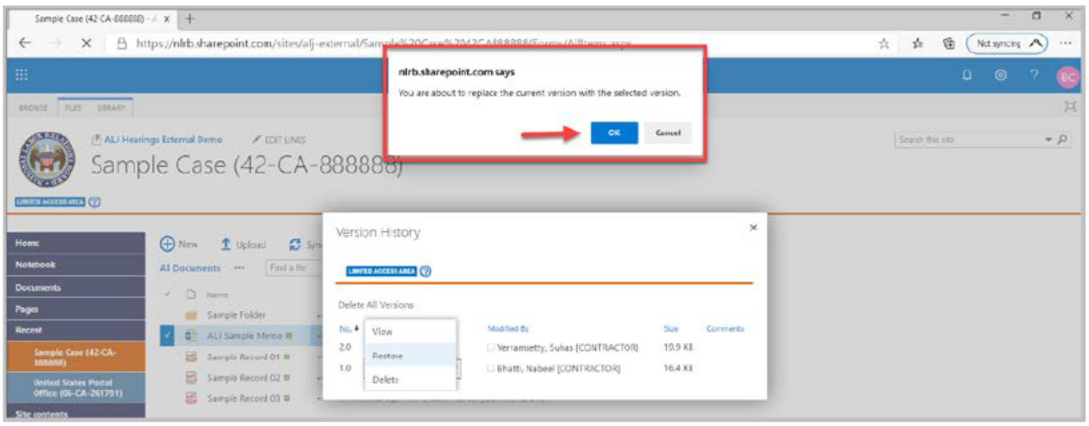
1. To review version history of any document, right-click on the document and click on version history. A prompt will open and display all the versions available for the document.

2. You can restore a previous version of the document in case of any inadvertent changes. To do that, hover the mouse cursor on the version name that you would like to restore and click on the little black arrow as shown:

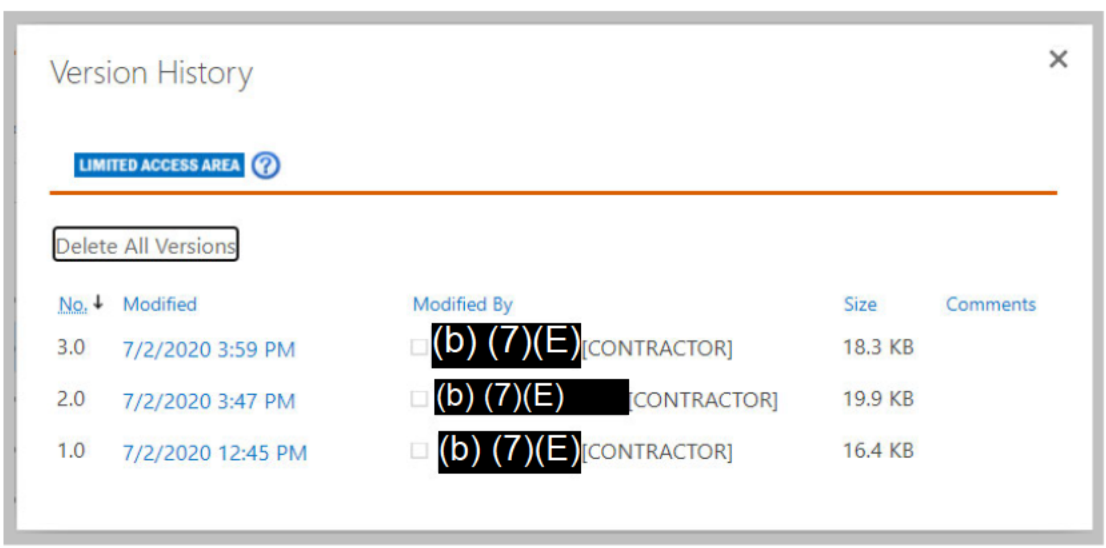


3. Select "Restore" from the available options to restore that version of document. In the example shown below, document is at version 2.0 and we are restoring it back to version 1.0.

4. A confirmation pop up will appear on your screen, click on "Ok".



5. SharePoint will create a new version of the document and replace the current version with the new one.

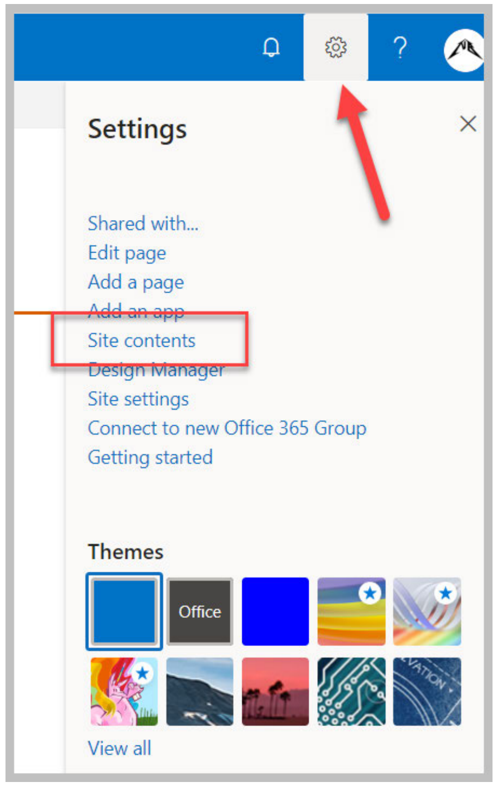


6. Click on "X" on the prompt to close it and return to the document library.

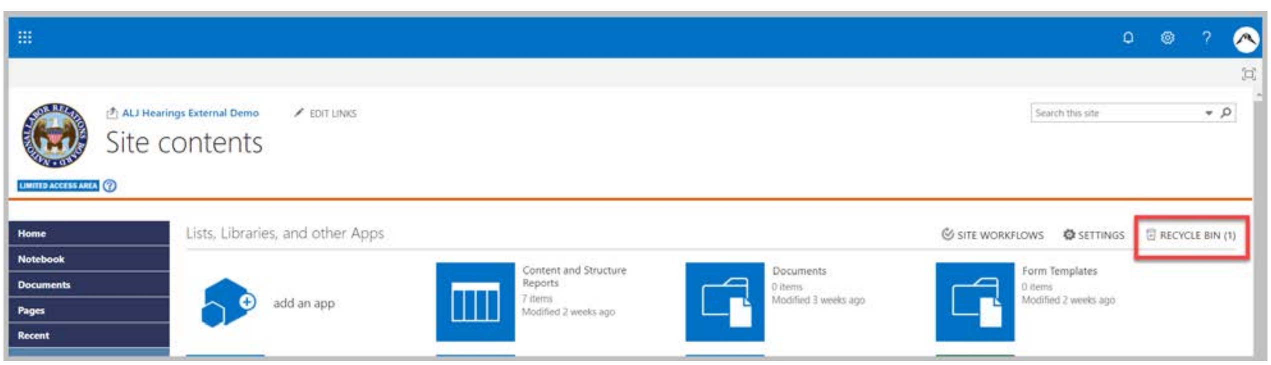
Recover a Document from Recycle Bin

If a document is either accidentally deleted or needs to be recovered from the recycle bin for some reason, follow the steps below:

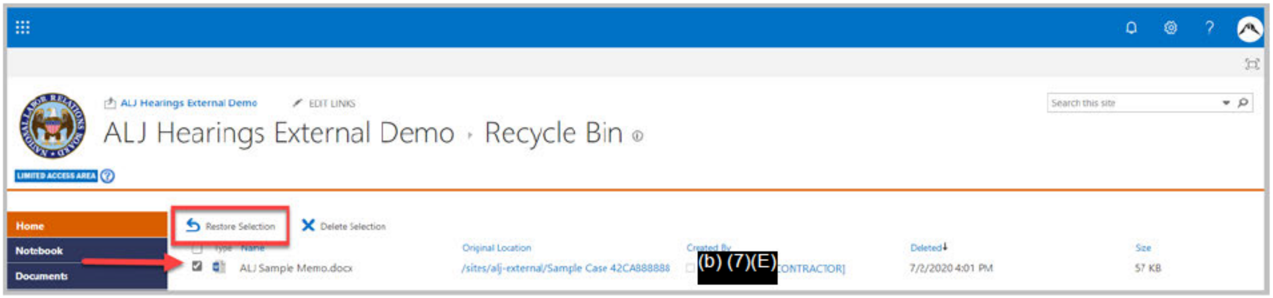
1. Click on the gear icon and select "Site Contents"



2. On the next screen, click on "Recycle Bin".



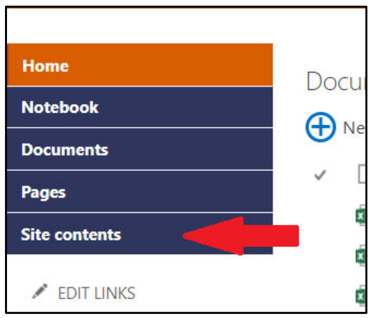
3. From the list of files available in the recycle bin, select the one you would like to recover and click on "Restore Selection". You can restore multiple files if needed. By default, files are recovered to the same location from where they were deleted.



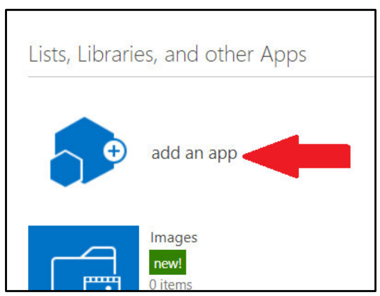
Steps to Create A New Case Documents Library and Restrict Access using SharePoint Groups

Create a new Document Library

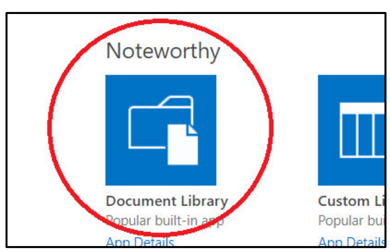
1. First navigate to the site where you would like to create a new case document library. Once you are on the home page, click on "Site Contents" link in the left navigation menu as shown below:



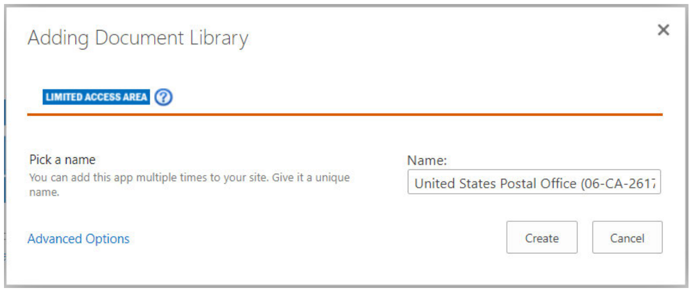
2. On the Site Contents page, click on "add an app" icon.



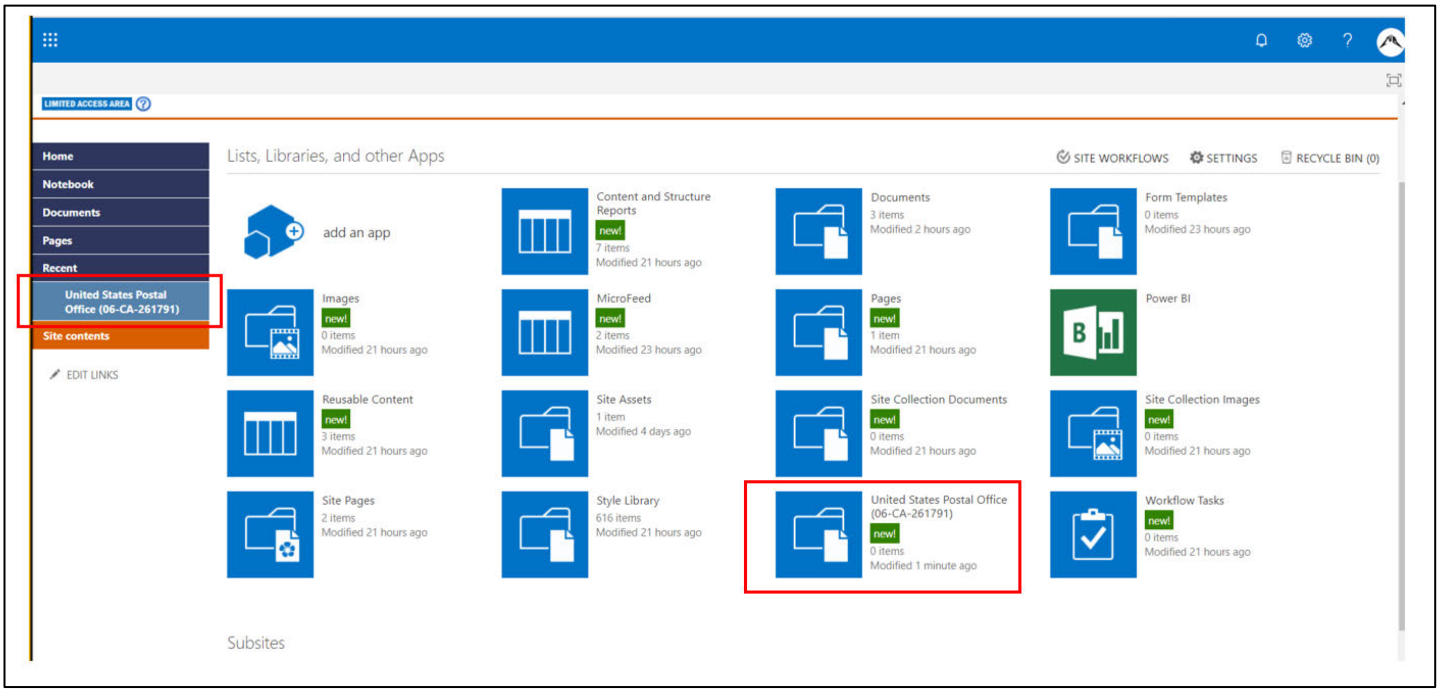
3. On the next page, click on "Document Library" icon.



4. A new prompt will appear on the screen. You can enter the desired name for the case documents library. Preferred format is to use "Case Name (Case Number)" e.g. *United States Postal Office (06-CA-261791)* and click on "Create" button.



5. You will be taken back to the "Site Contents" page where you can see the newly created document library.



Create a SharePoint Users Group

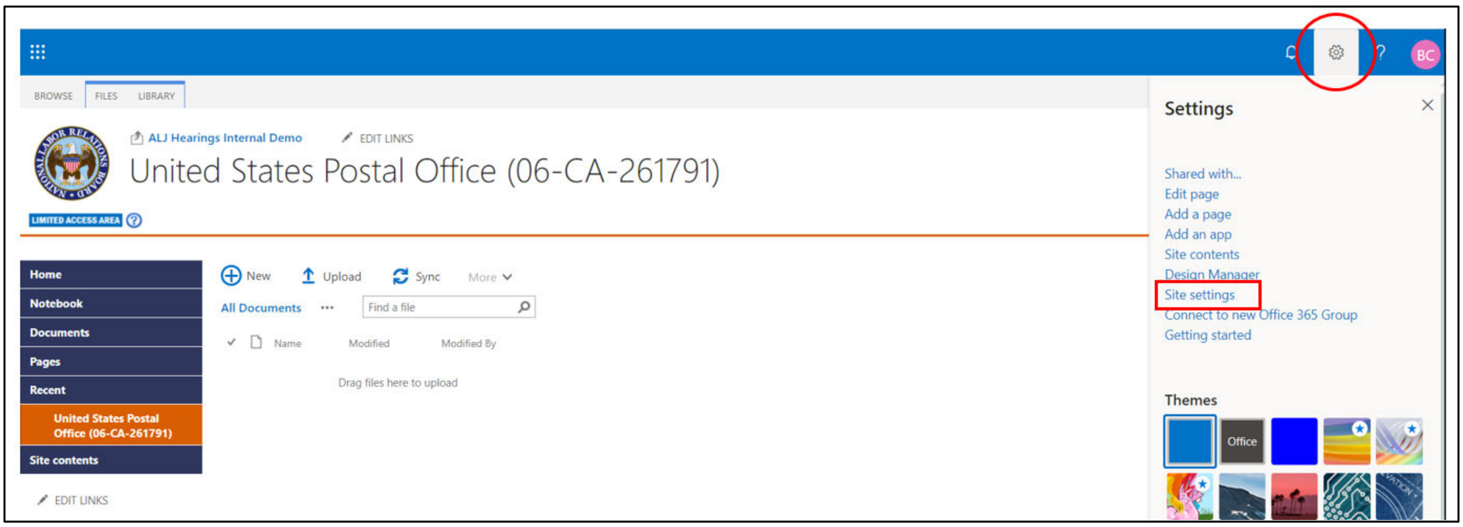
Before we setup Library Permissions, we have to setup new SharePoint groups. These groups will be used to grant permissions to the users who will be working on a particular case. This way, only people who will be working on the case will have access to that document library. For example, if you have a document library with the following details:

- Case Name: United States Postal Service
- Case Number: 06-CA-261791

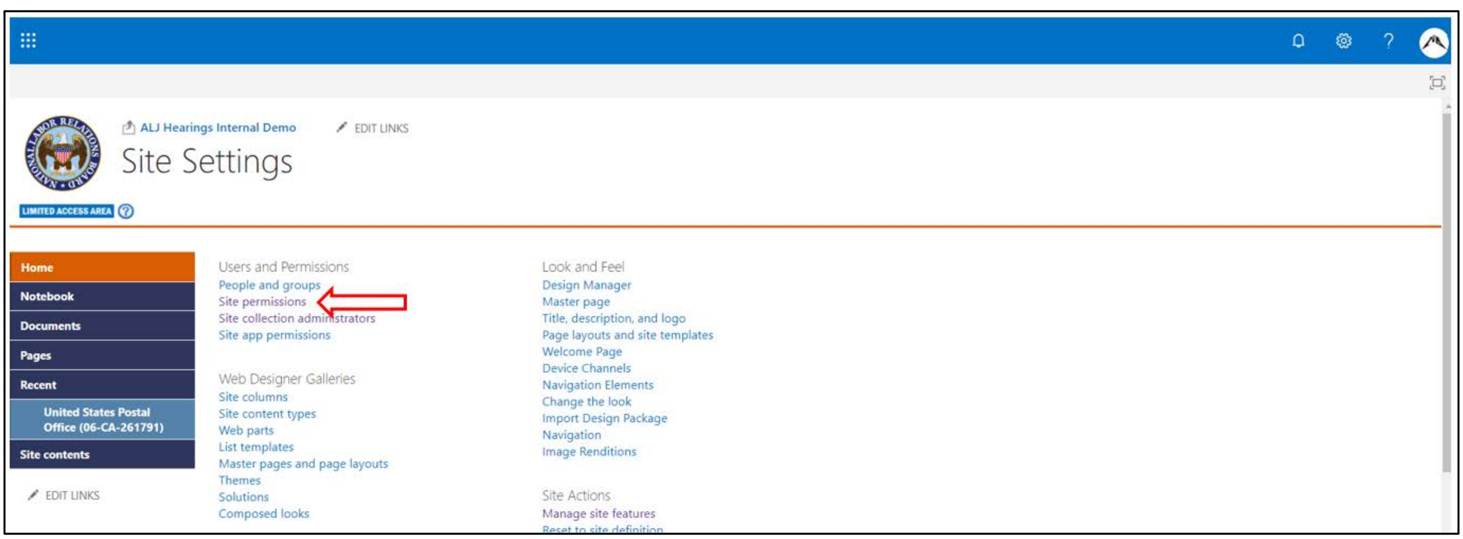
Then we will be setting up a new SharePoint group to add users who are unique to this case. Same process will be repeated to setup SharePoint groups for all cases that will be created in any site.

To setup a new SharePoint group, follow the steps given below:

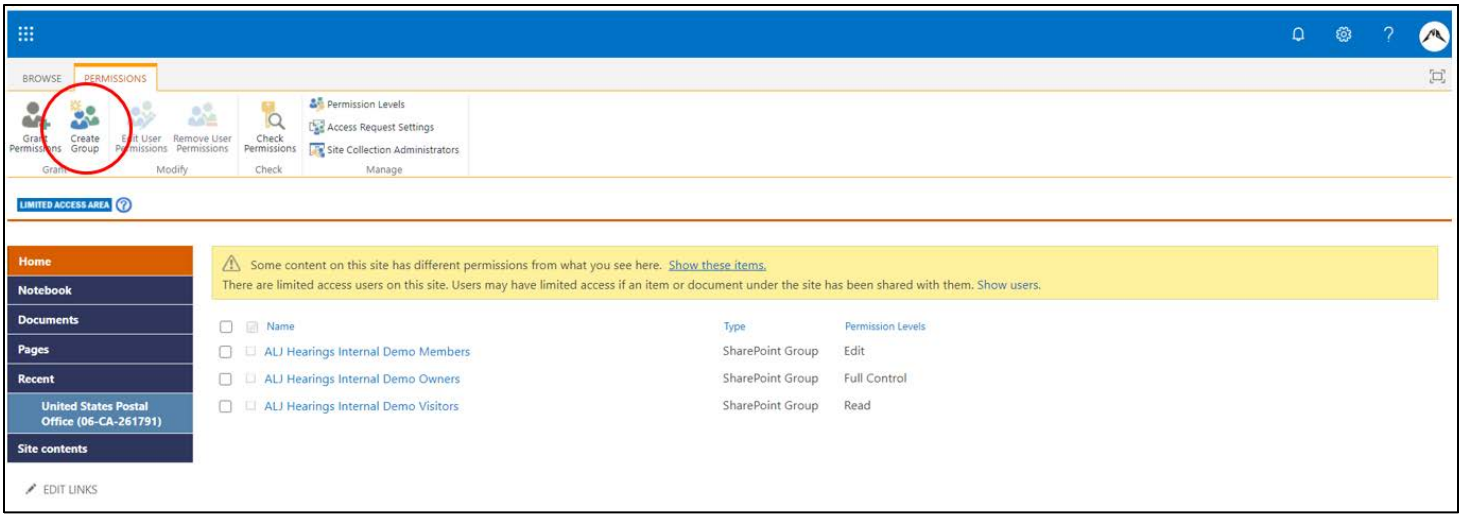
1. From any page in the site, click on the "Gear Icon" in the top right-hand corner of the page. This will open a new menu on the screen. Click on "Site Settings" link.



2. On the next page, under "Users and Permissions" heading, click on "Site Permissions" link.

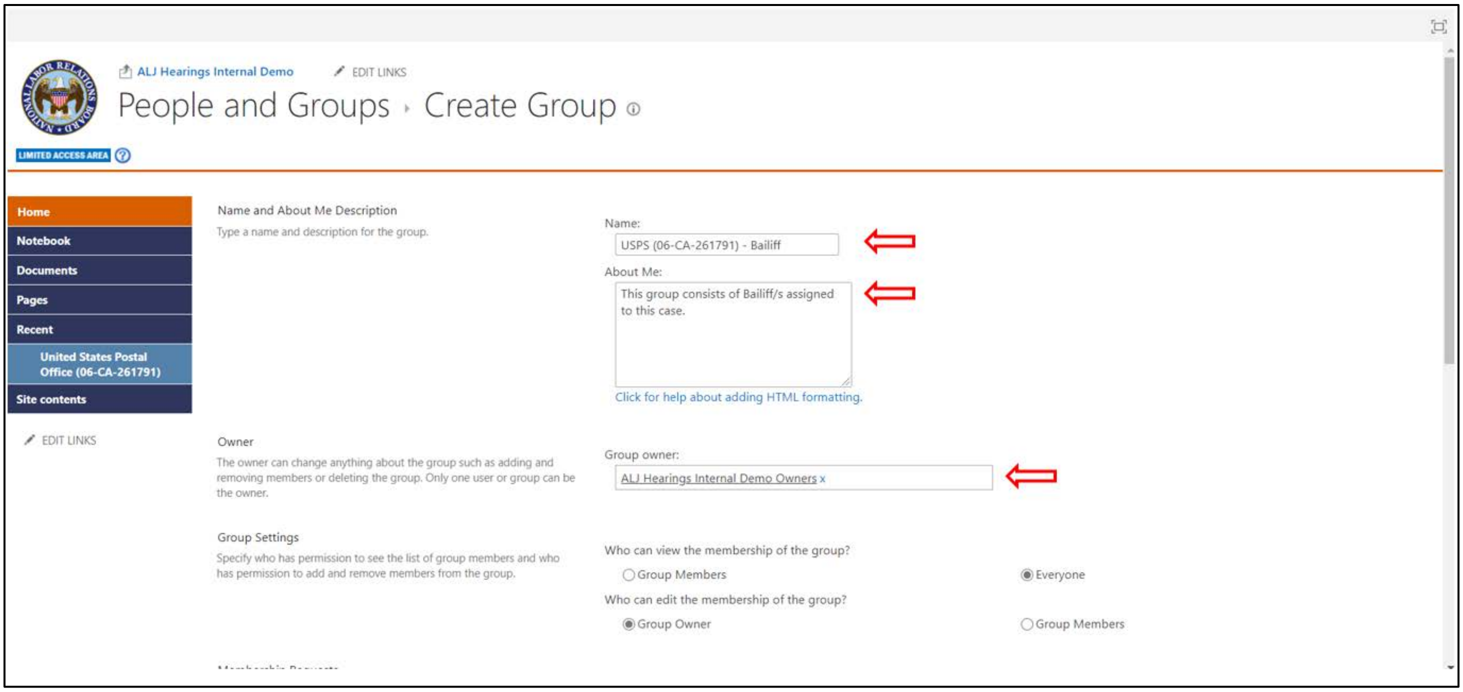


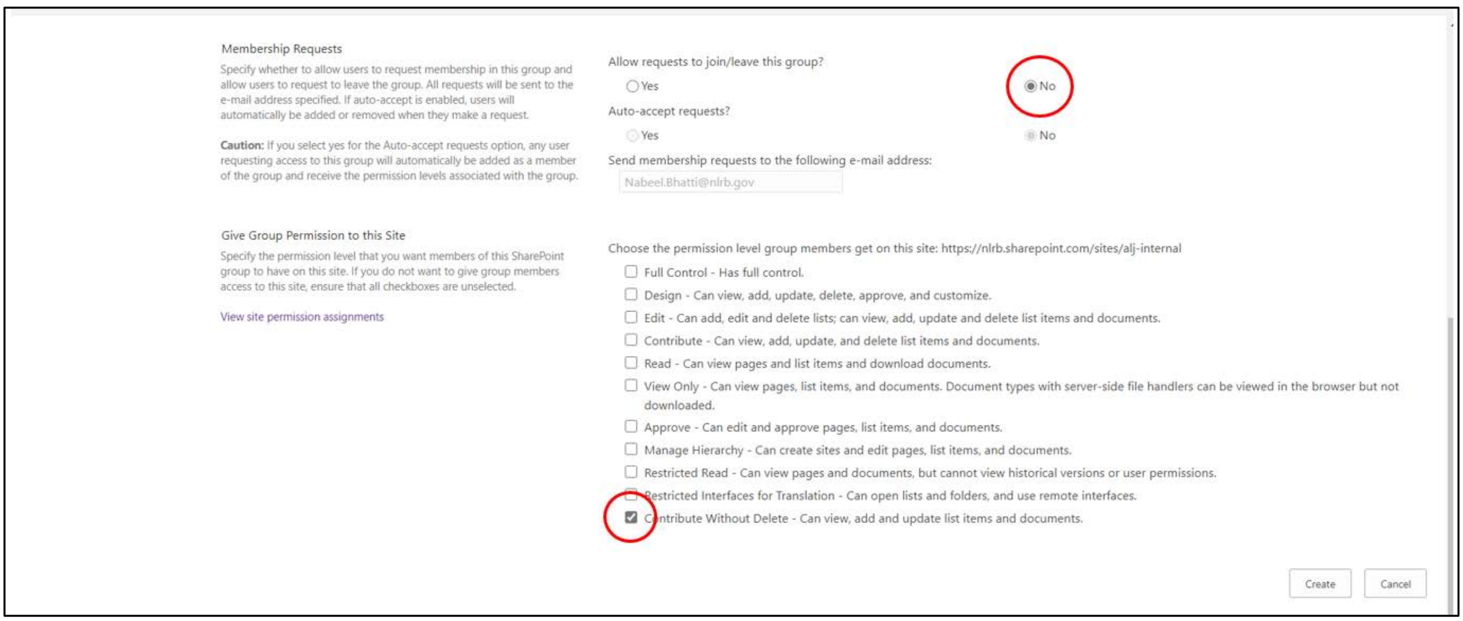
3. Once you are on the Site Permissions page, click on “Permissions” menu tab and then click on “Create Group” icon on the menu bar.



4. On the next screen, fill out the information (see example shown below). Group name can be setup to include Case Name and Number as well as the members for easy identification. Once all required information is filled out, click on “Create” button.

- Name:	This is the name of the group and should be reflective of its function. For example, to setup a group to add Bailiff, SharePoint group name could be setup as “**USPS (06-CA-261791) – Bailiff**” or for the members who will be working on this case as “**USPS (06-CA-261791) – Members**”
- About Me:	You can add some description text about this group.
- Owner:	By default, the person who is creating the group will be selected as the owner of the group. However, this should be changed by removing the prepopulated name and replacing with the site Owners group as follows: - Delete the prepopulated name. - Type in the site name. This will bring all the existing SharePoint group for this site in suggestions dropdown list. Select the group that has “Owners” included in its name.
- Group Settings:	Select “Everyone” and “Group Owner” per the screen shot below.
- Membership requests:	No
- Give Group Permissions to this Site:	Select “Contribute without Delete” option.

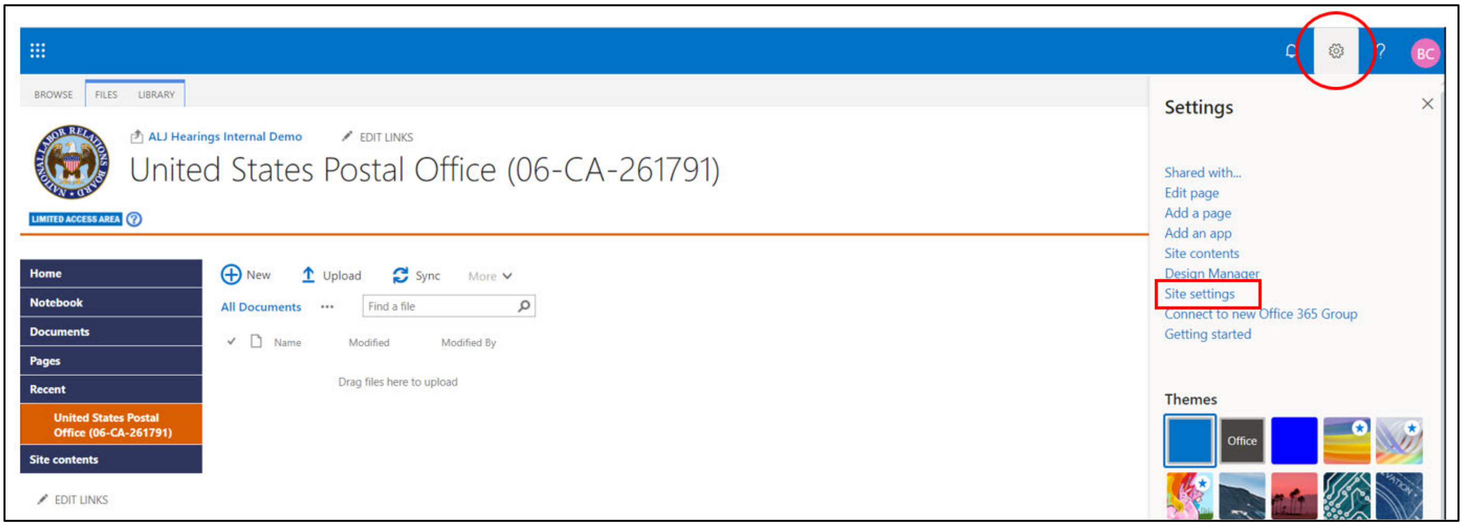

ALJ Hearings Internal Demo
EDIT LINKS
People and Groups › Create Group
LIMITED ACCESS AREA
Home
Notebook
Documents
Pages
Recent
United States Postal Office (06-CA-261791)
Site contents
EDIT LINKS
Name and About Me Description
Type a name and description for the group.
Name:
USPS (06-CA-261791) - Bailiff
About Me:
This group consists of Bailiff/s assigned to this case.
Click for help about adding HTML formatting.
Owner
The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.
Group owner:
ALJ Hearings Internal Demo Owners x
Group Settings
Specify who has permission to see the list of group members and who has permission to add and remove members from the group.
Who can view the membership of the group?
Group Members
Everyone
Who can edit the membership of the group?
Group Owner
Group Members


Membership Requests
Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.
Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.
Allow requests to join/leave this group?
Yes
No
Auto-accept requests?
Yes
No
Send membership requests to the following e-mail address:
Nabeel.Bhatti@nlrb.gov
Give Group Permission to this Site
Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.
View site permission assignments
Choose the permission level group members get on this site: https://nlrb.sharepoint.com/sites/alj-internal
Full Control - Has full control.
Design - Can view, add, update, delete, approve, and customize.
Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
Contribute - Can view, add, update, and delete list items and documents.
Read - Can view pages and list items and download documents.
View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.
Approve - Can edit and approve pages, list items, and documents.
Manage Hierarchy - Can create sites and edit pages, list items, and documents.
Restricted Read - Can view pages and documents, but cannot view historical versions or user permissions.
Restricted Interfaces for Translation - Can open lists and folders, and use remote interfaces.
Contribute Without Delete - Can view, add and update list items and documents.
Create
Cancel

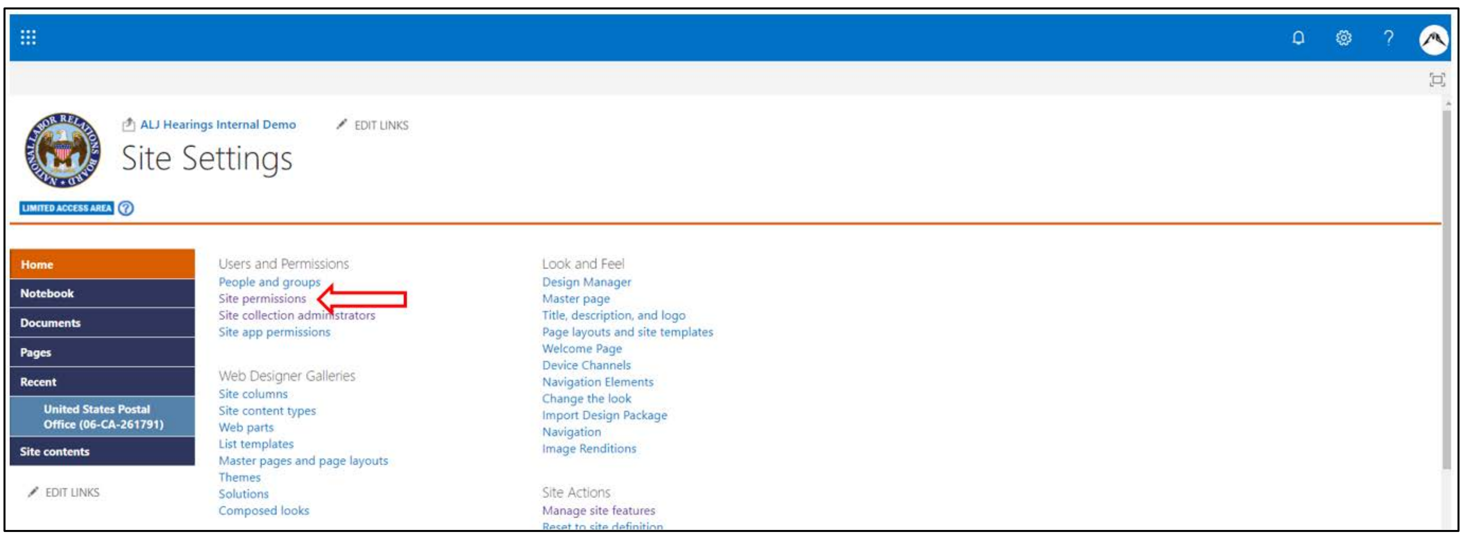
Change permissions of an Existing SharePoint Users Group

To change permission on an existing SharePoint group, follow the steps given below:

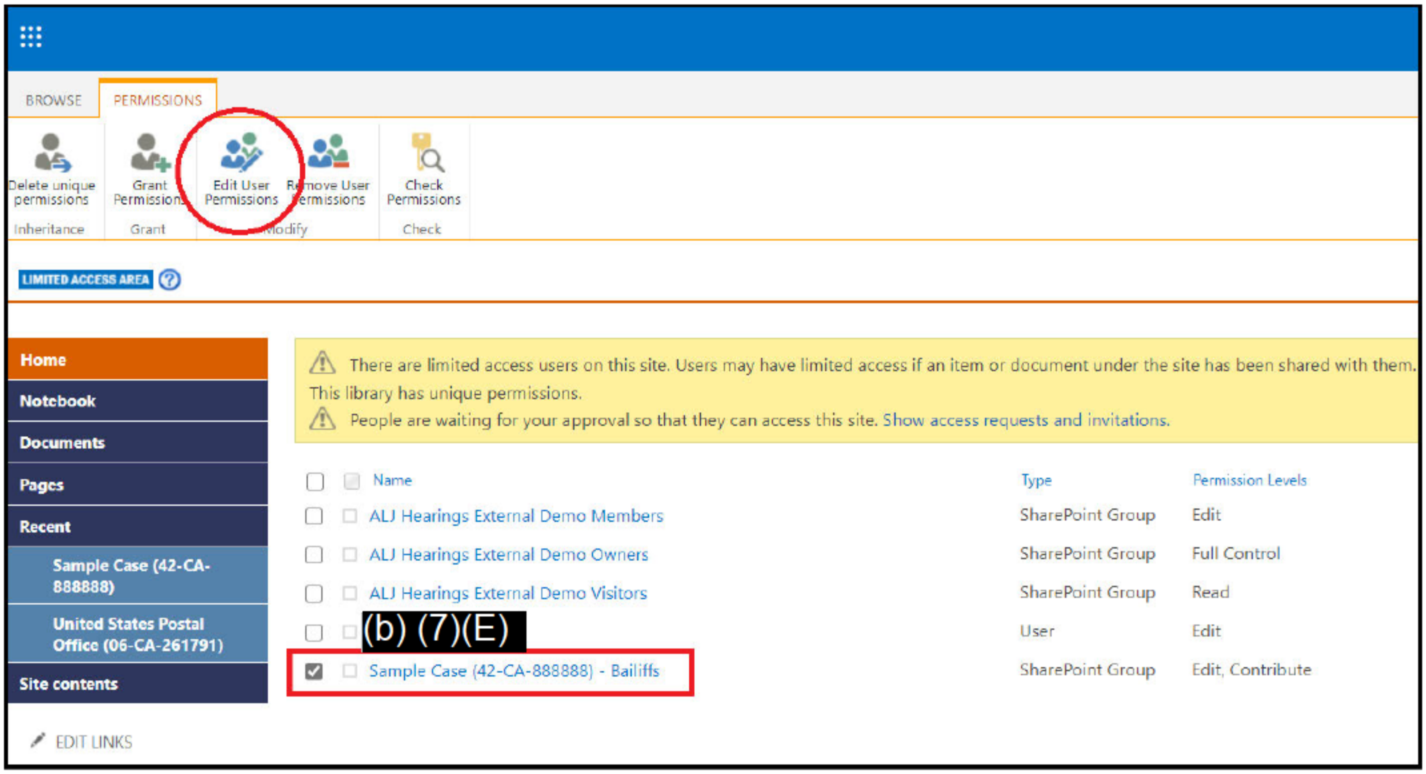
1. From any page in the site, click on the “Gear Icon” in the top right-hand corner of the page. This will open a new menu on the screen. Click on “Site Settings” link.



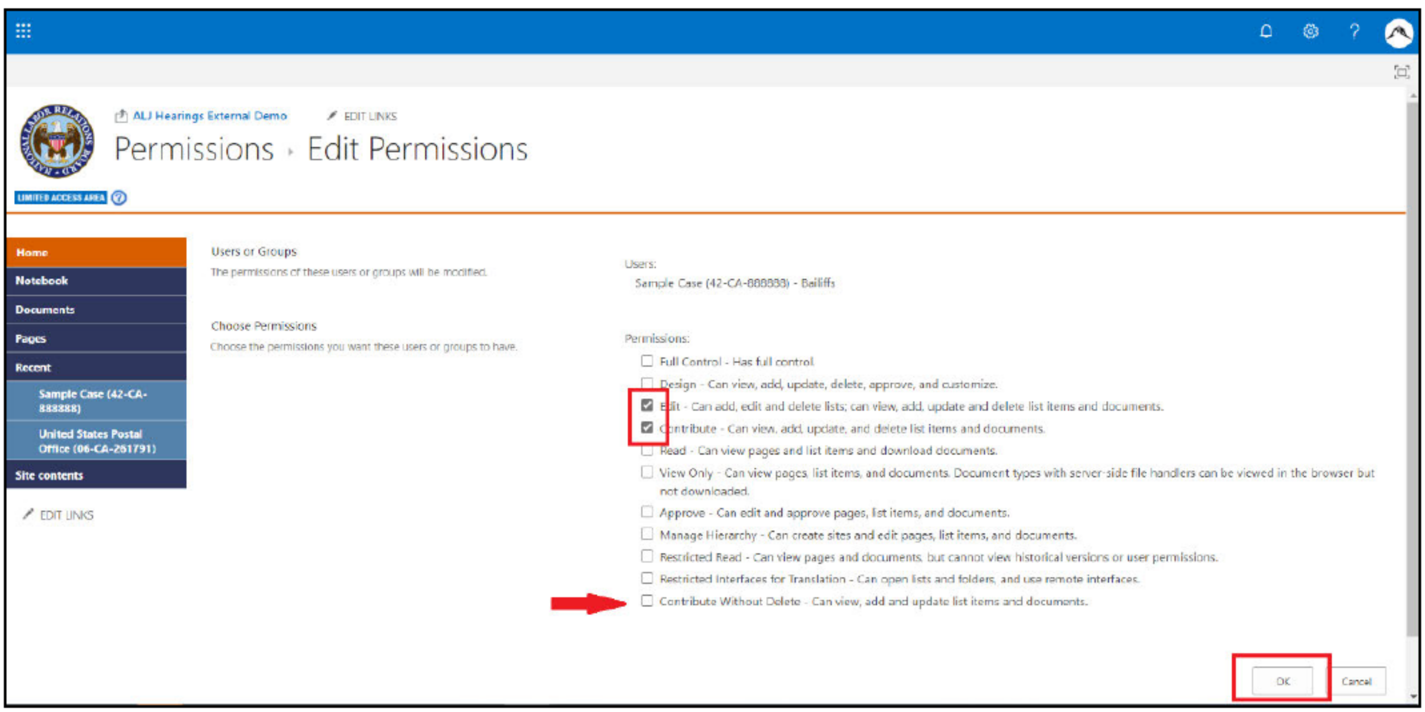
2. On the next page, under “Users and Permissions” heading, click on “Site Permissions” link.



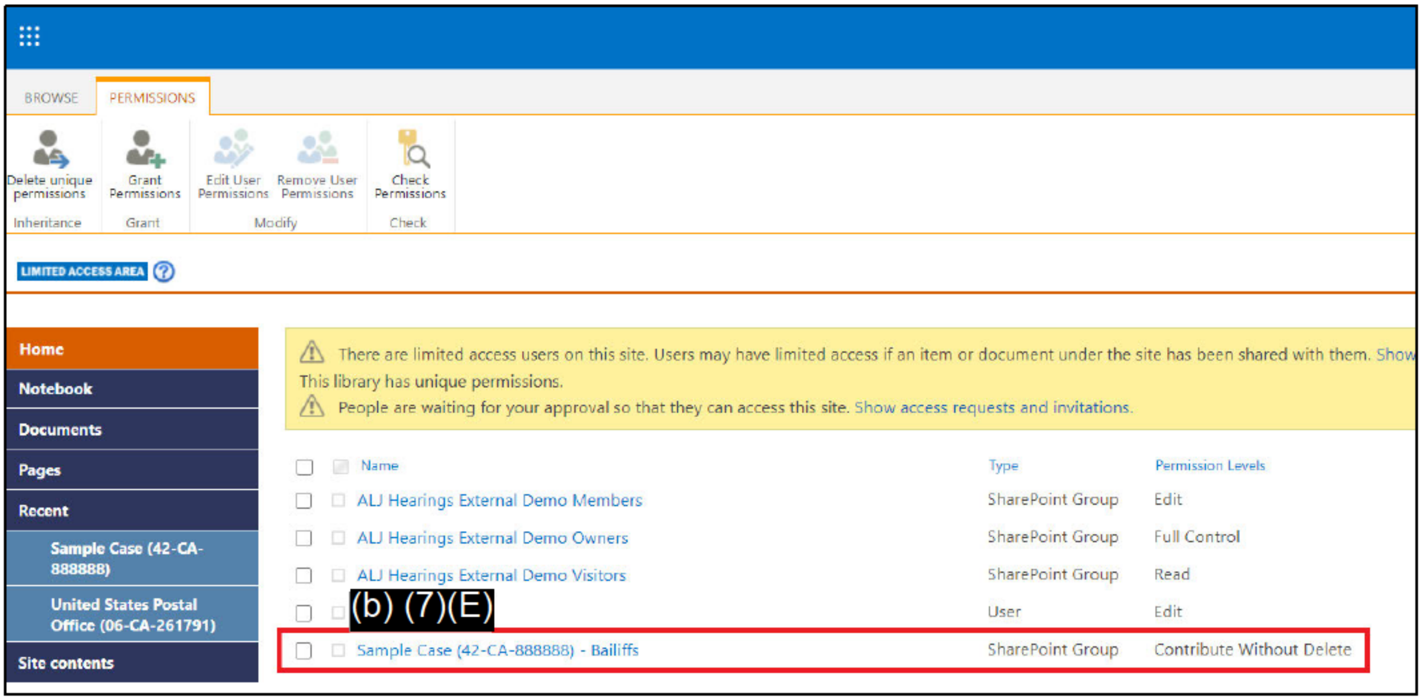
3. Once you are on the Site Permissions page, select the checkbox next to any group that you would like to change and then click on “Permissions” menu tab.



4. **On the next screen, unselect current permissions and select the one that you would like to change to and click on "OK" button.**



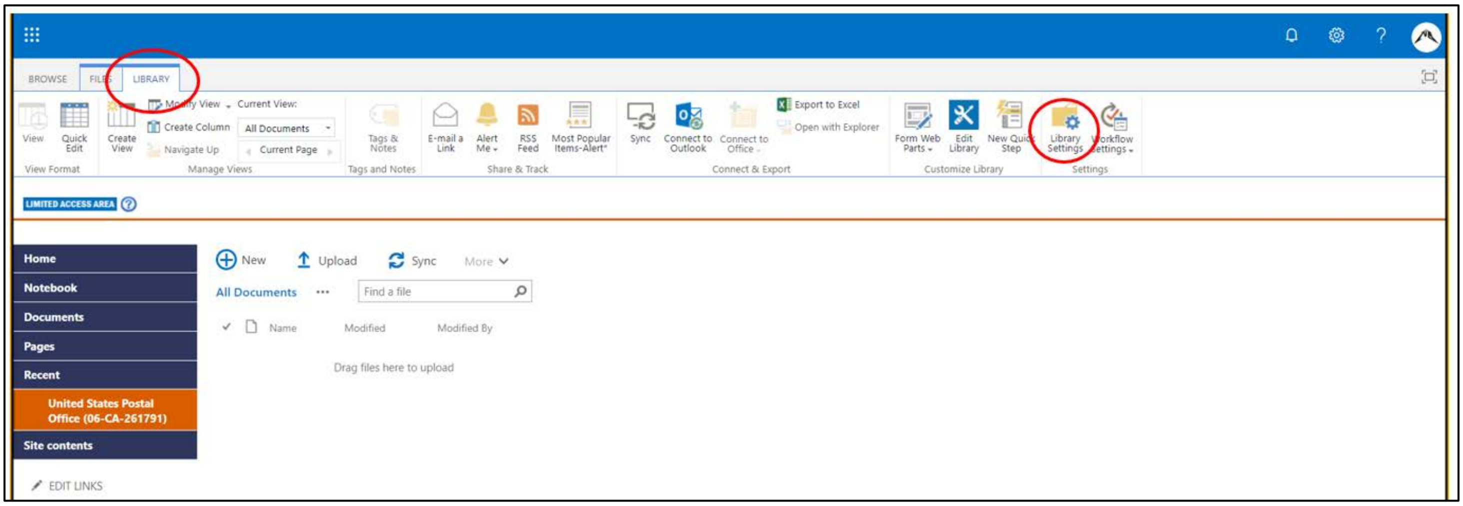
5. Once the screen refreshes, you can see that the group permissions have changed from “Edit, Contribute” to “Contribute Without Delete”.



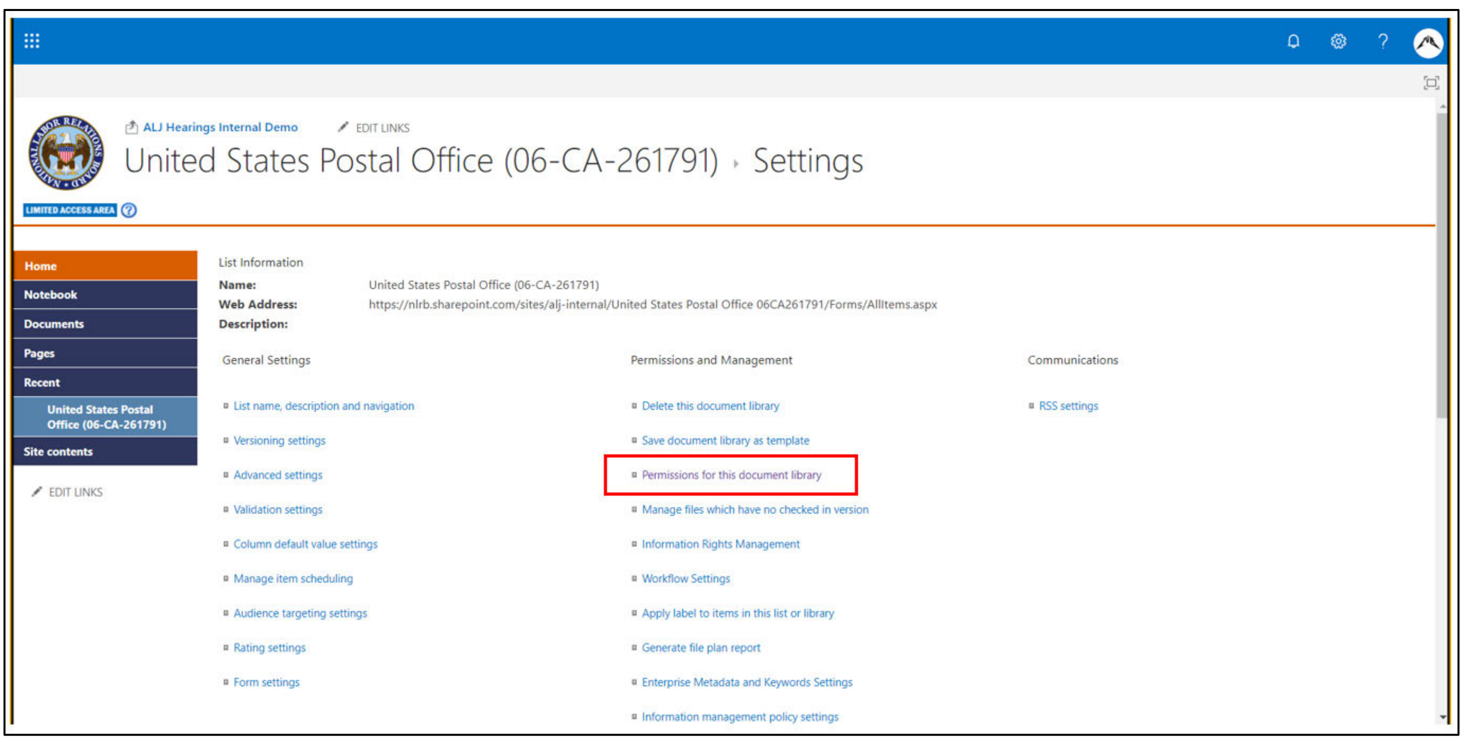
Library Permissions Settings

To restrict users (both internal and external) to have access to a document library, you can change the permissions on that document library. To change permissions, please follow the steps given below.

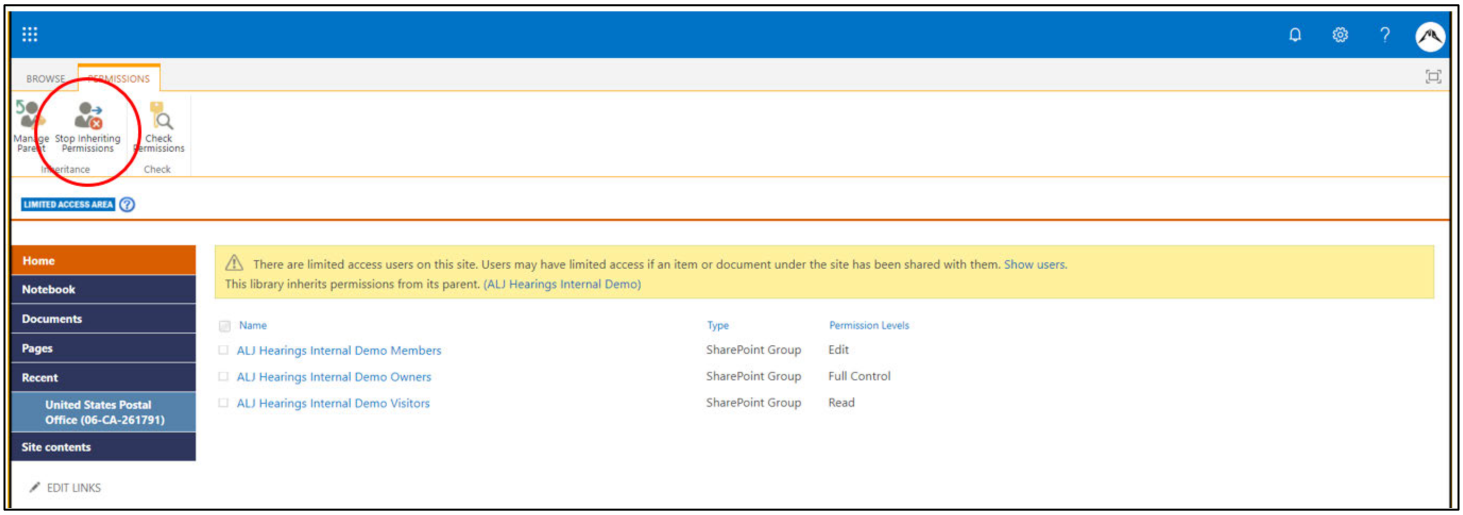
1. From "Site Content" link, go to the site contents page and click on the library you want to setup permissions for. Once the library is open on your screen, click on the "Library" menu on top of the page followed by clicking on the "Library Settings" icon.



2. Under "Permissions and Management" heading, click on "Permissions for this document library"



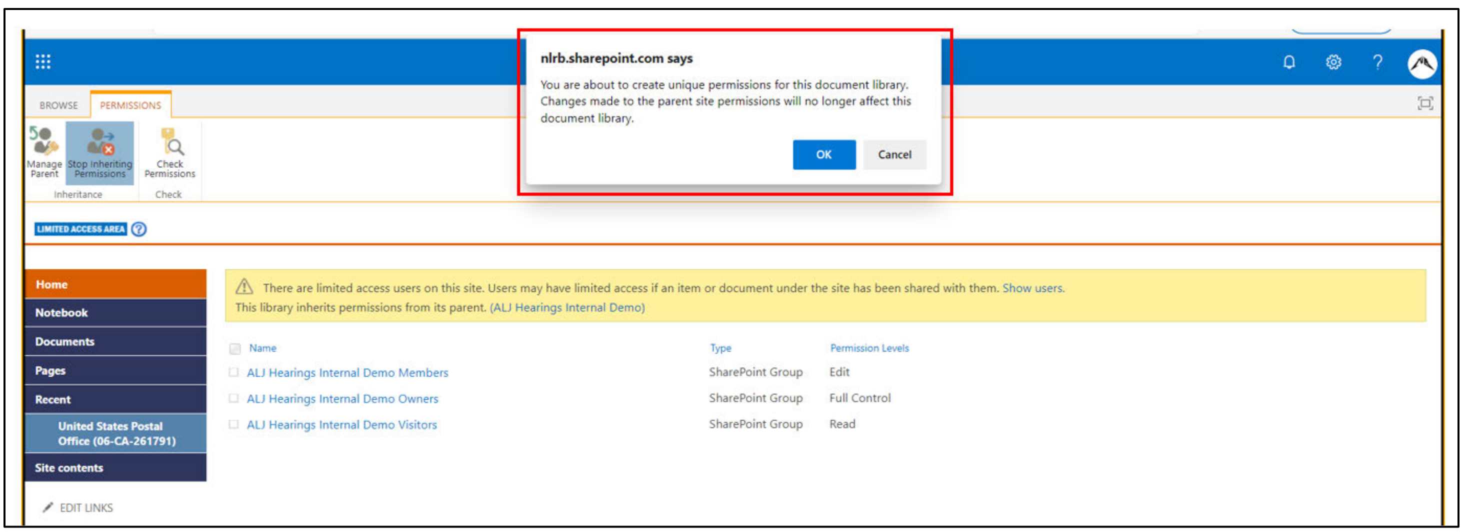
3. By default, all lists and libraries in SharePoint inherit their permissions that are setup at the site level. This can be changed. To change this, on the next page, click on "Stop inheriting permissions". By doing this, we are disconnecting this library permissions from the site.



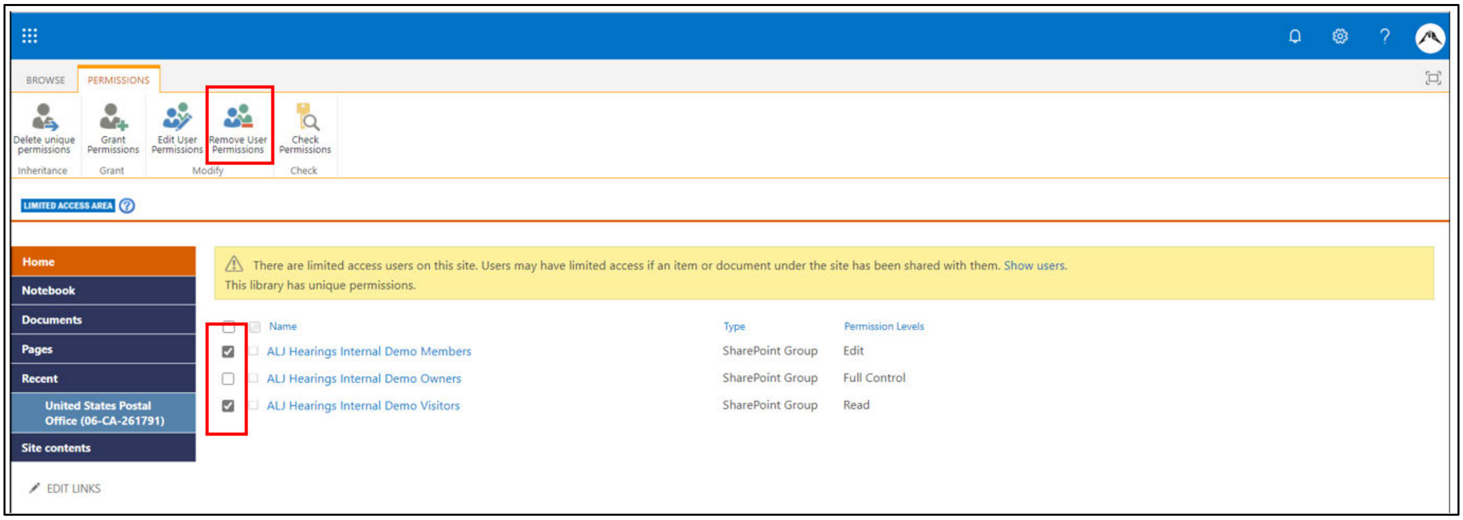
4. You will get a prompt with the following message:

"You are about to create unique permissions for this document library. Changes made to the parent site permissions will no longer affect this document library".

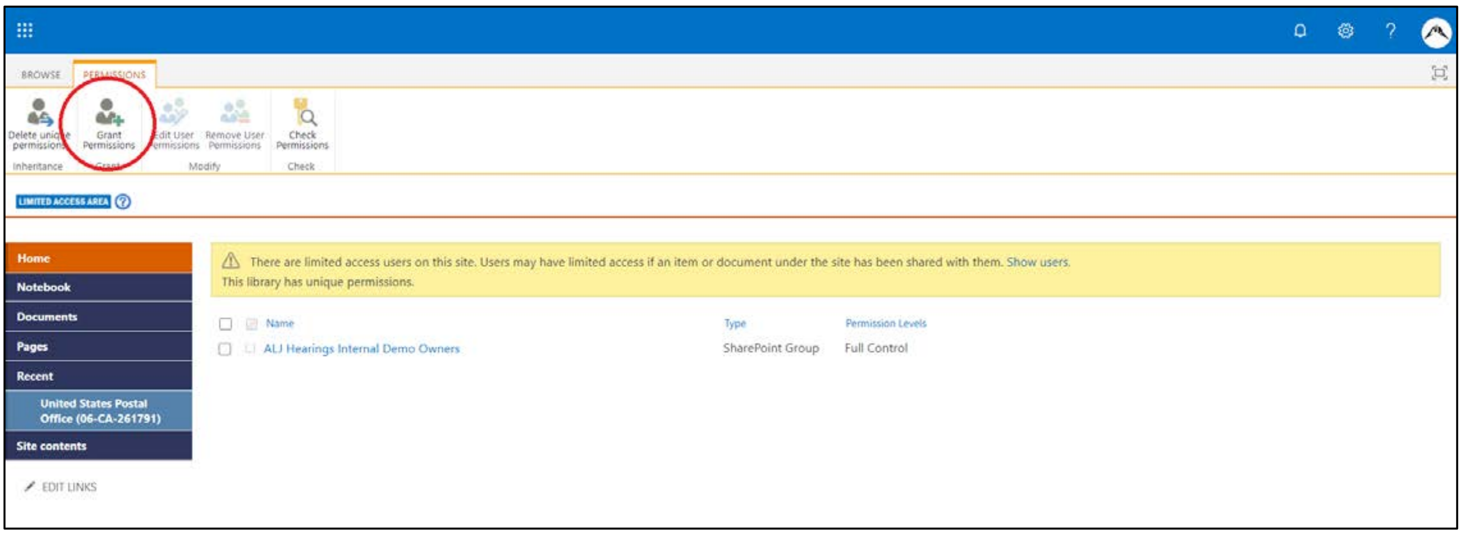
Click on "OK" button.



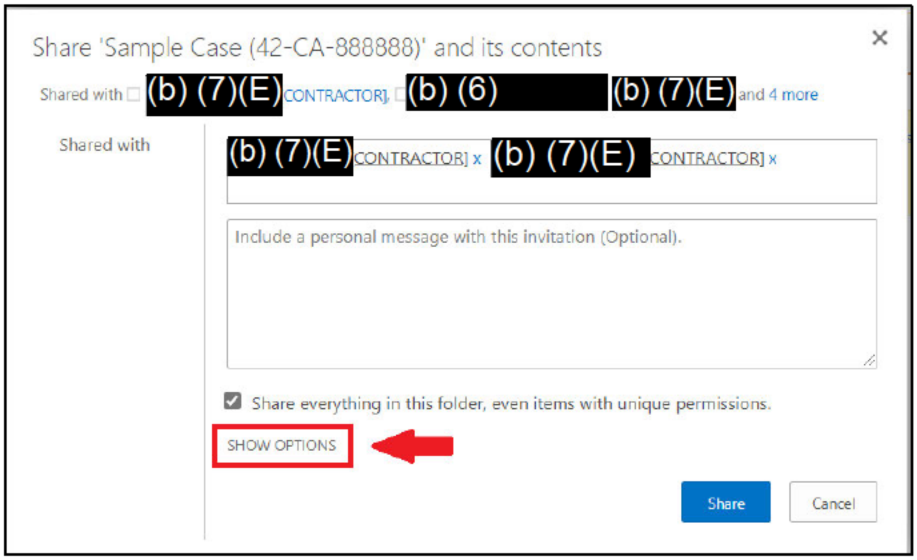
5. Click the checkbox next to Members and Visitors group and click on "Remove User Permissions" icon in the menu bar. Make sure not to remove the "Owners" group.



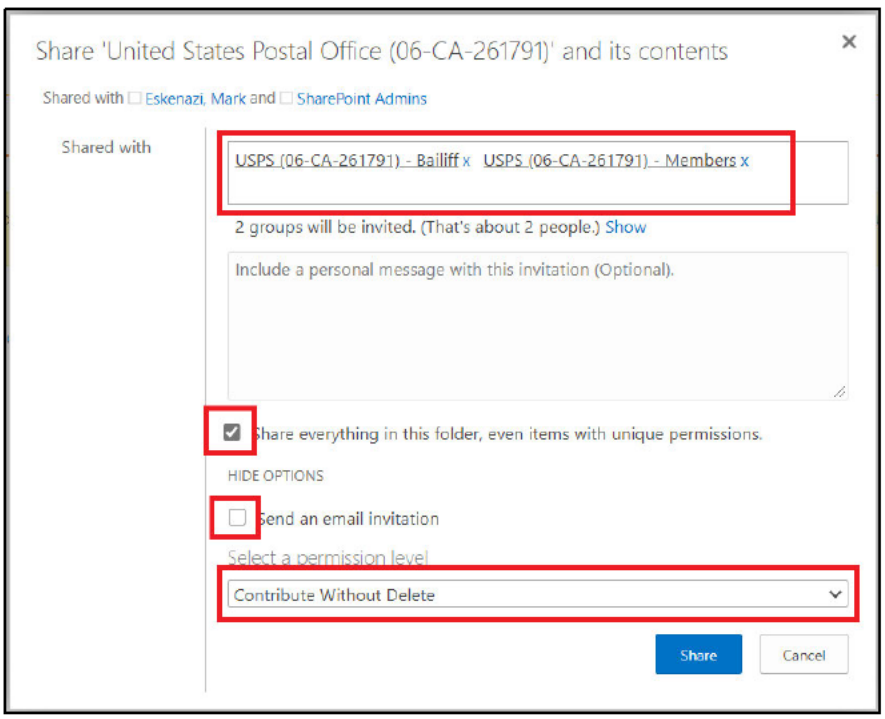
6. Under the “Permissions” menu tab, click on “Grant Permissions” icon.



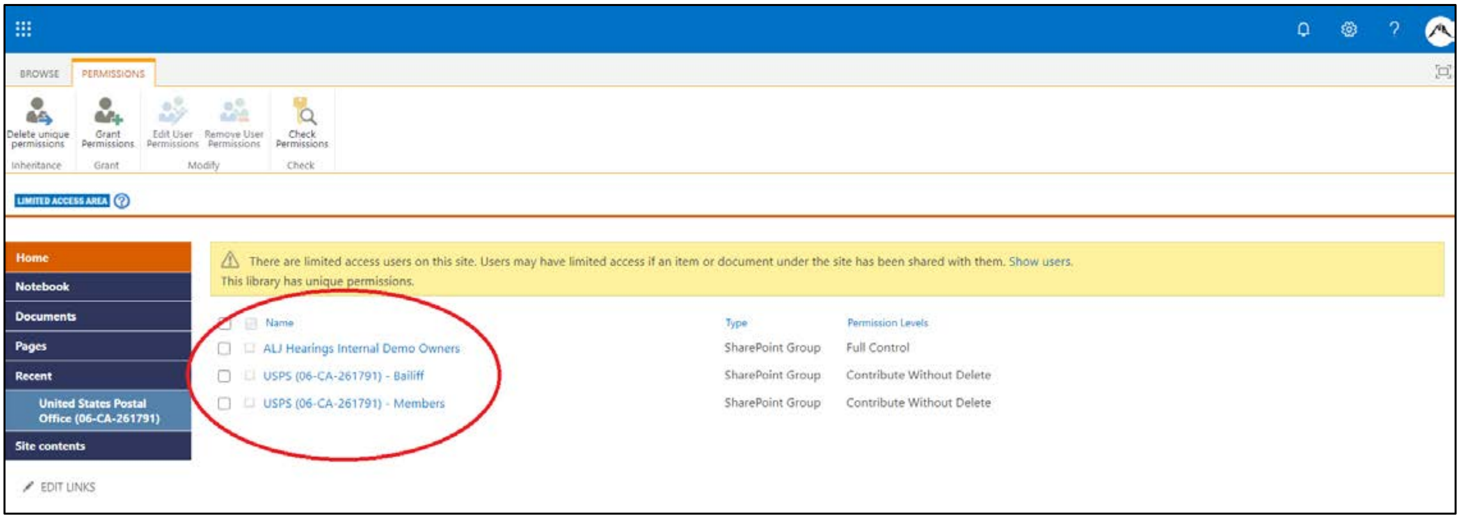
7. A new prompt will appear on the screen. Through this prompt, you will be able to find, select and assign the SharePoint group that was created in the previous section to this document library.
    a. In the “Shared With” section, type in the name of the SharePoint group or any individual user you would like to grant permission.
    b. Click on “Show Options” to expand the section and select appropriate permission level from the dropdown list.



c. Select the other options to match the screen shot below and click on "Share" button.
d. In case you would like to send an email invitation to the people who are being added to this document library, you can select the option "Send an email invitation" with optional custom personal message of choice.

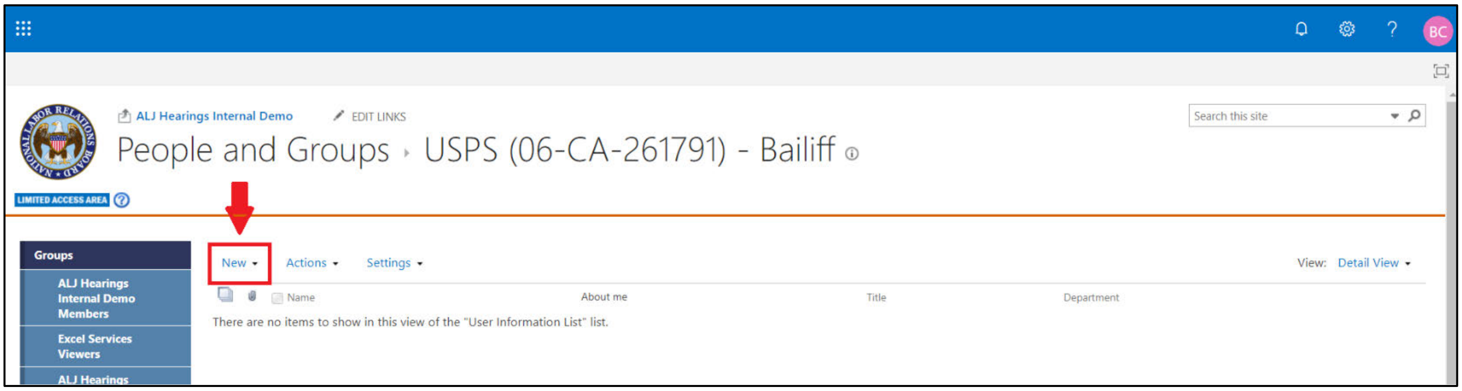


8. On the next page, you will see that new SharePoint groups and/or individual users now have access to this document library.

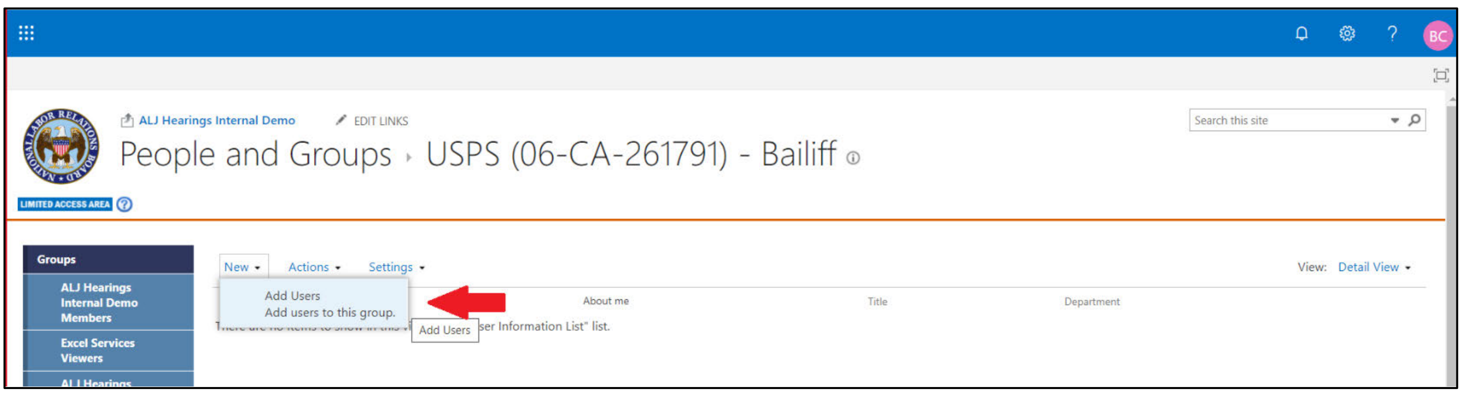

BROWSE
PERMISSIONS
Delete unique permissions
Grant Permissions
Edit User Permissions
Remove User Permissions
Check Permissions
Inheritance
Grant
Modify
Check
LIMITED ACCESS AREA
Home
Notebook
Documents
Pages
Recent
United States Postal Office (06-CA-261791)
Site contents
EDIT LINKS
There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.
This library has unique permissions.
Name
Type
Permission Levels
ALJ Hearings Internal Demo Owners
SharePoint Group
Full Control
USPS (06-CA-261791) - Bailiff
SharePoint Group
Contribute Without Delete
USPS (06-CA-261791) - Members
SharePoint Group
Contribute Without Delete

Add a User to SharePoint Group

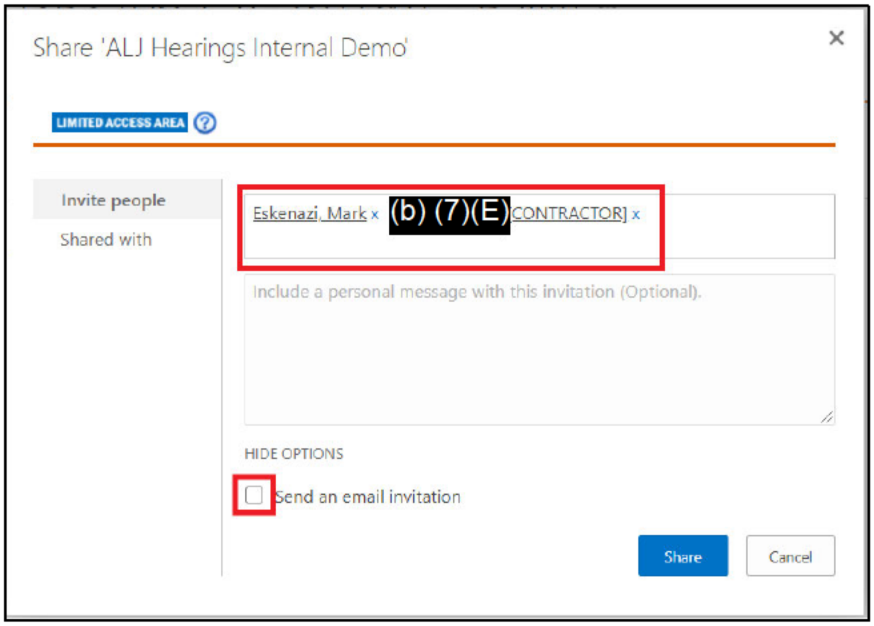
9. To add a user to a SharePoint group, first you must access the group by clicking on the group's name.
10. On the next page, click on "New" button as shown in the screen shot below.

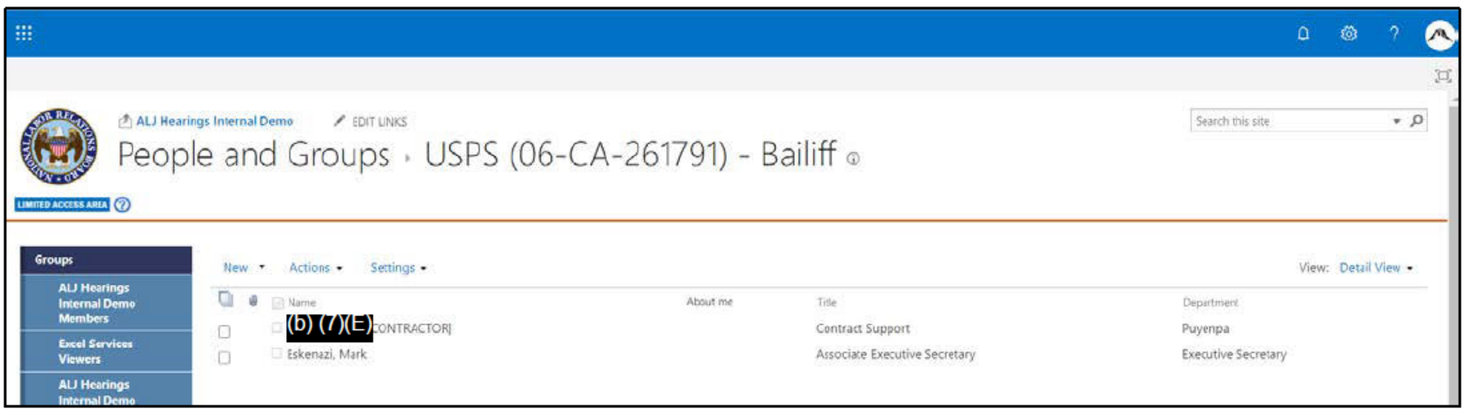


11. Click on "Add Users".

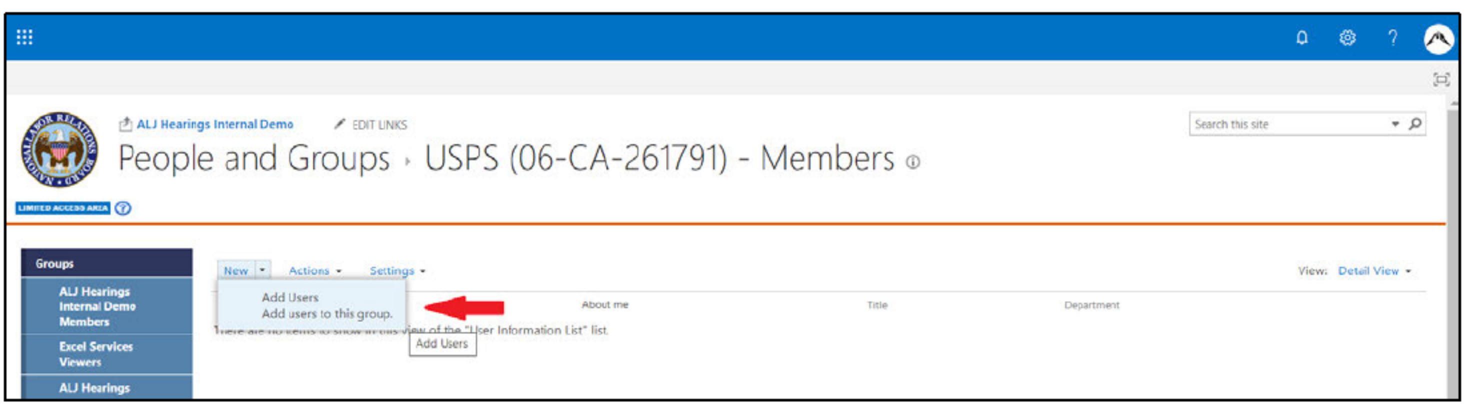


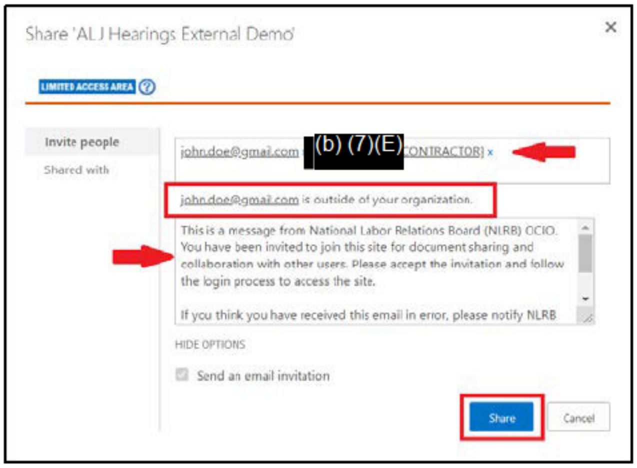
12. Start typing in the names of the people you would like to add to this group. Default naming convention for users in SharePoint is ***Last Name, First Name***. You can check the option to send an email to the users who are being added to this group and click on "Share" button.



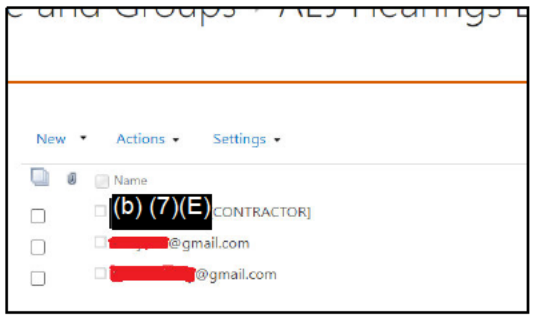


13. Similarly, you can add an external user to any SharePoint group too by simply typing in their email address. SharePoint will show a warning that selected user is outside of your organization. You can include a short message to go along with the invitation. Click on "Share" button once done.



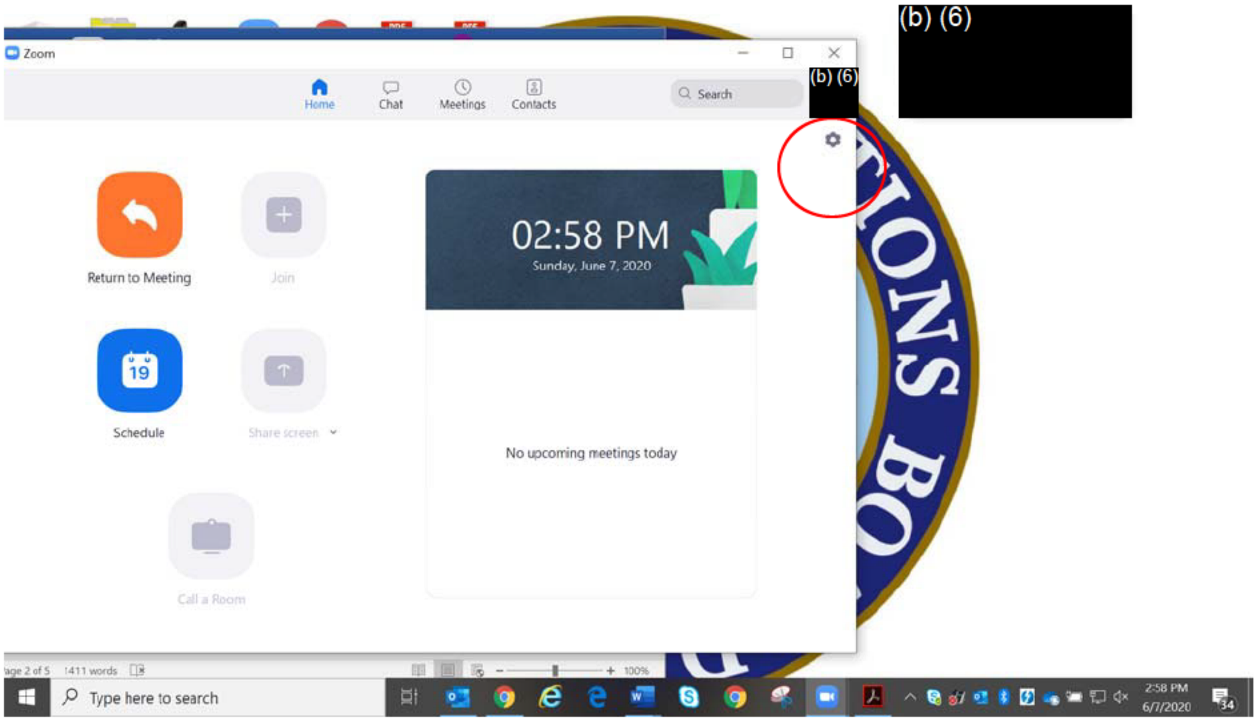


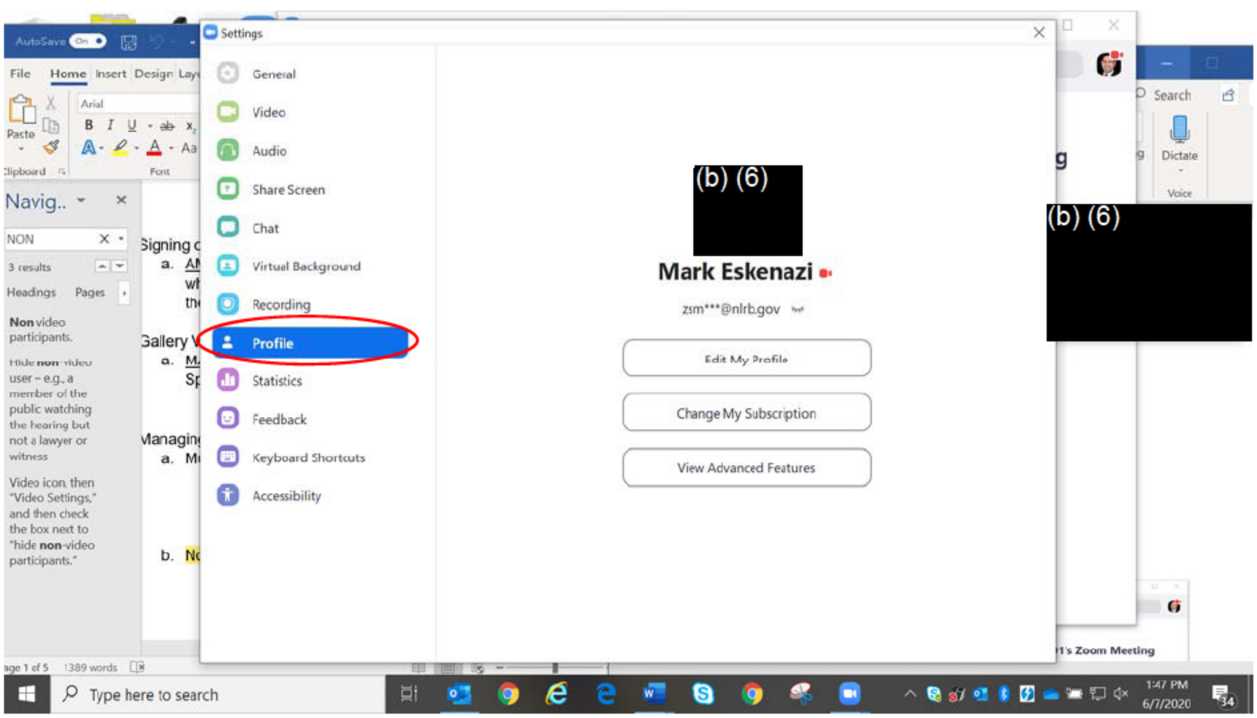
14. On the next screen, you can now see the user/s being added to the SharePoint group.



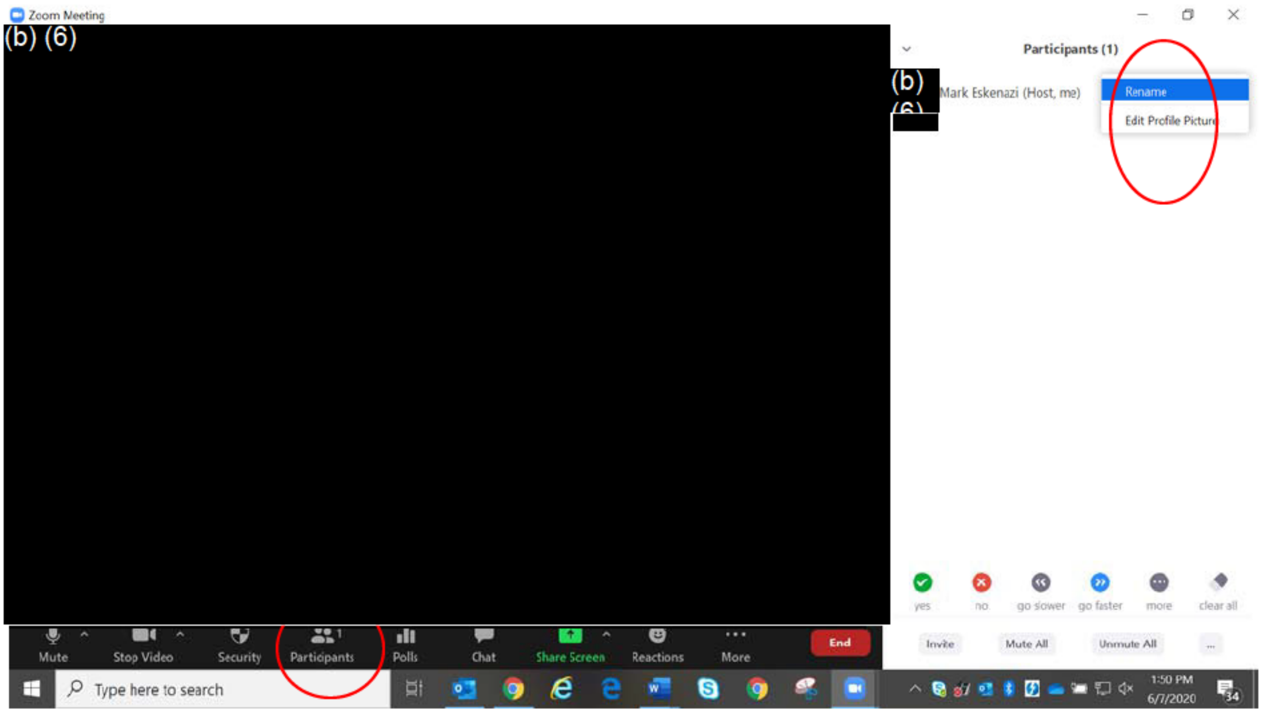
SCREENSHOTS OF VARIOUS ZOOM FUNCTIONS

EDIT YOUR PROFILE BY CLICKING ON THE ZOOM DESKTOP ICON, AND THEN SETTINGS (THE MECHANICAL BUTTON AT THE TOP RIGHT):

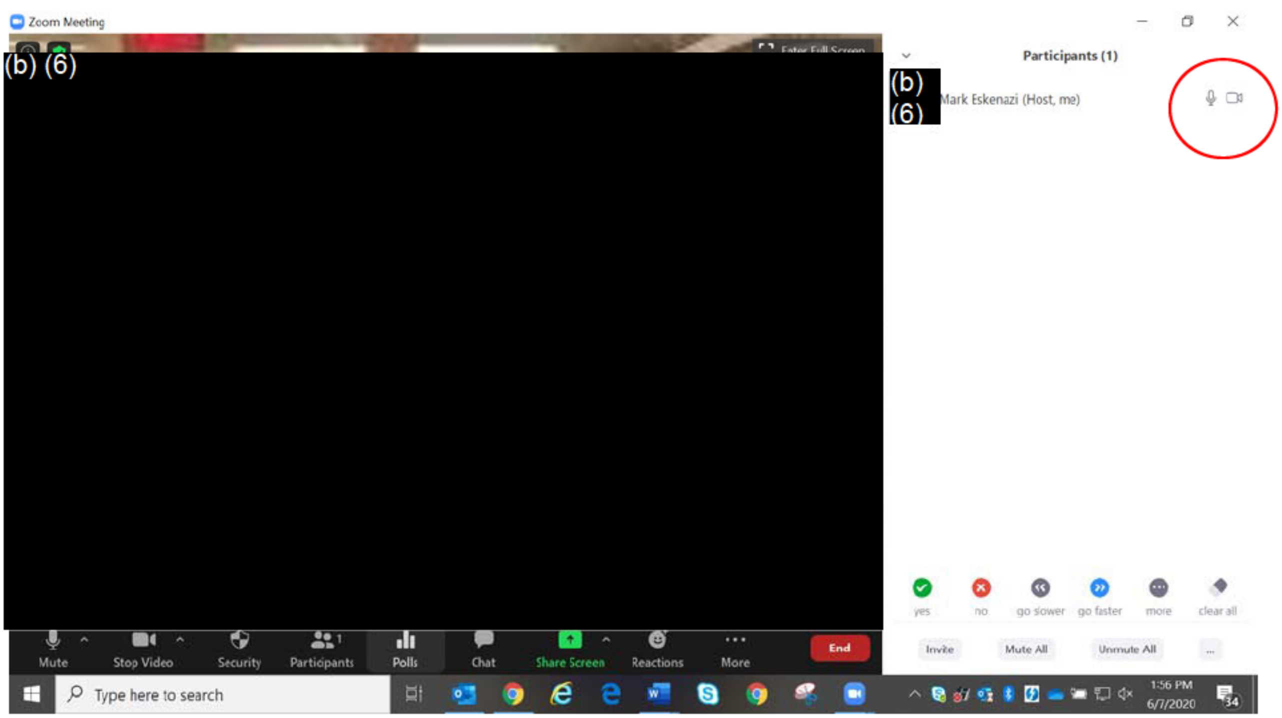




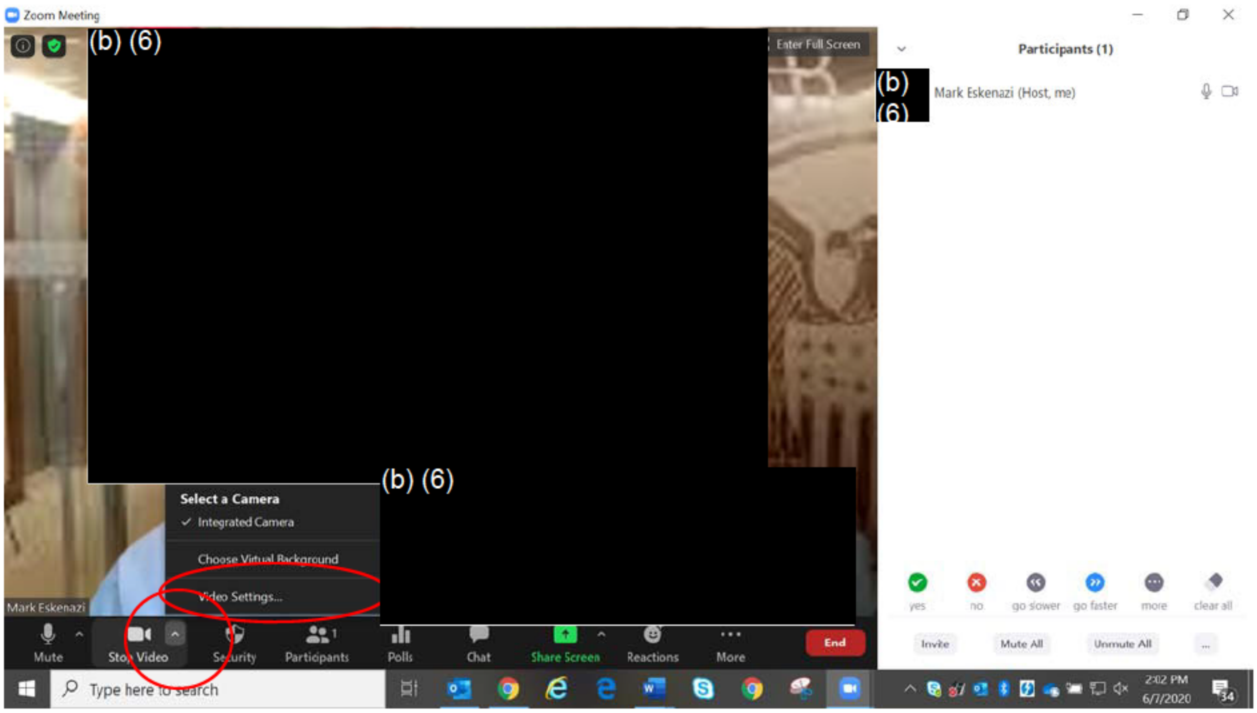
DURING A MEETING, EDIT YOUR DISPLAY NAME BY CLICKING "PARTICIPANTS," THEN YOUR NAME AT THE RIGHT, THEN "RENAME."

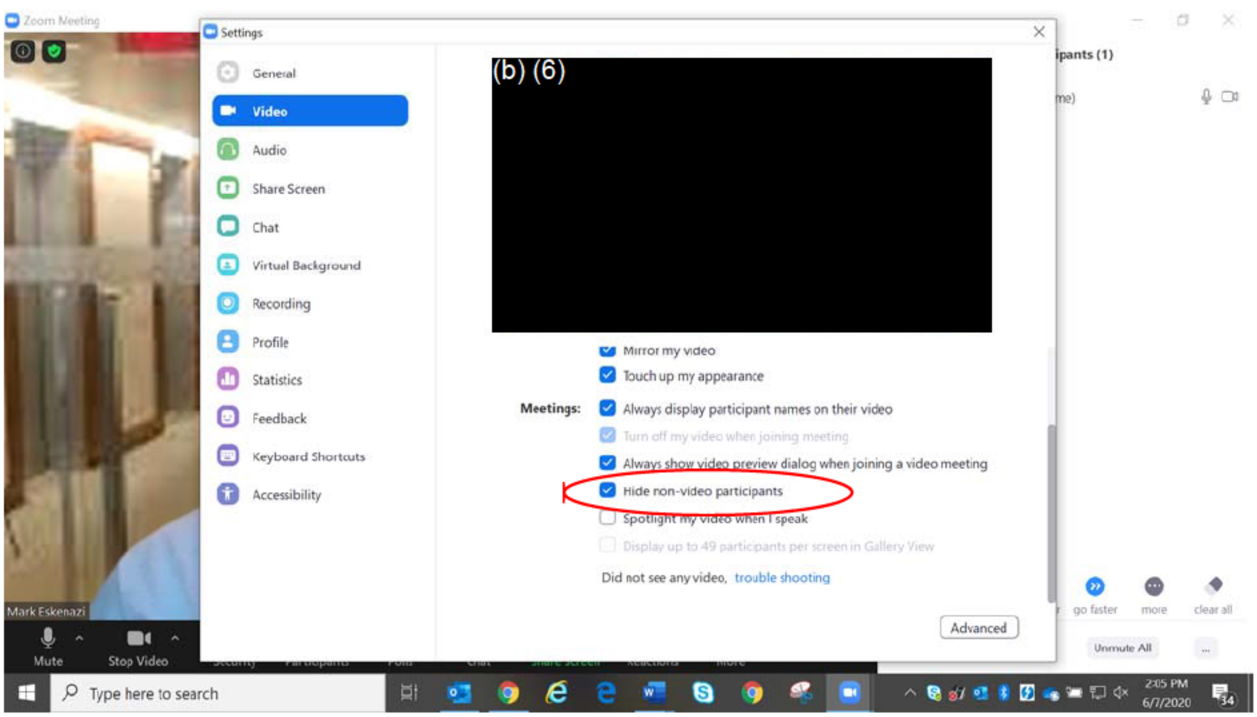


MUTE OTHERS' AUDIO & VIDEO BY CLICKING THE 3 DOTS AT THE TOP RIGHT OF THE USER'S VIDEO FEED (not shown) <u>OR</u> VIEWING PARTICIPANTS:

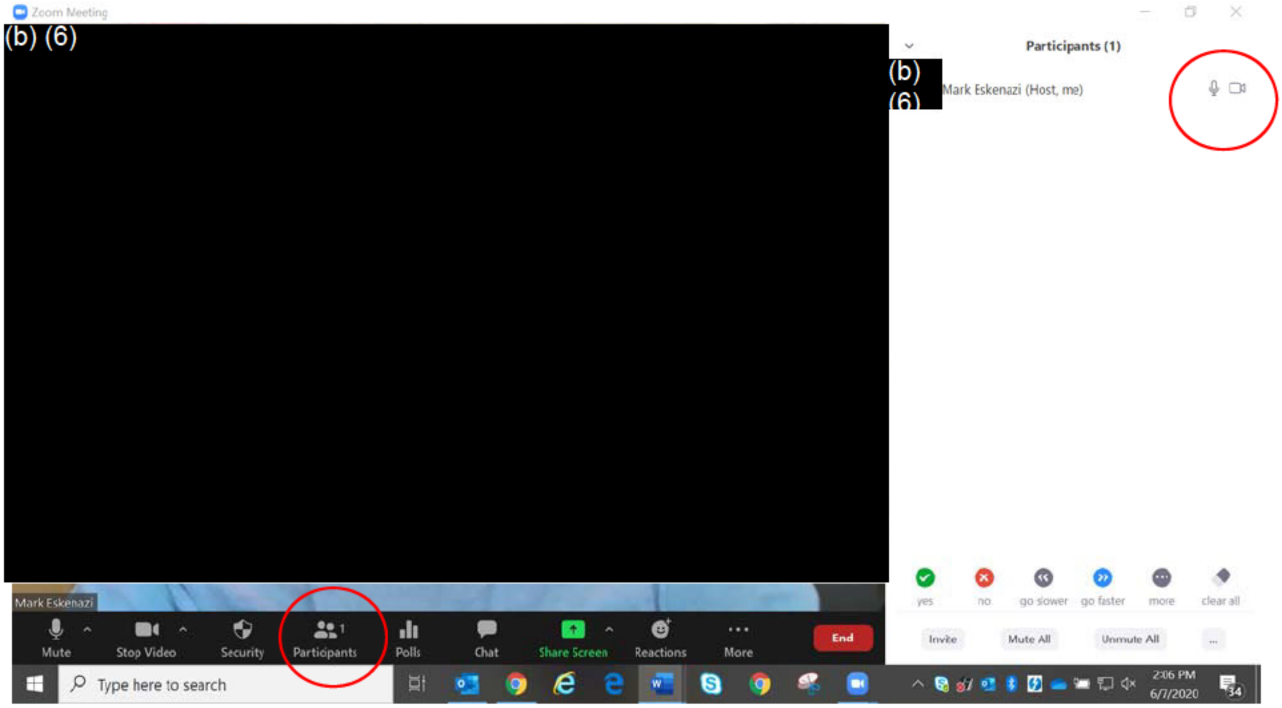


HIDE NON-VIDEO USERS: CLICK THE UP-ARROW NEXT TO "START/STOP VIDEO," THEN "VIDEO SETTINGS," THEN "HIDE NON-VIDEO PARTICIPANTS."

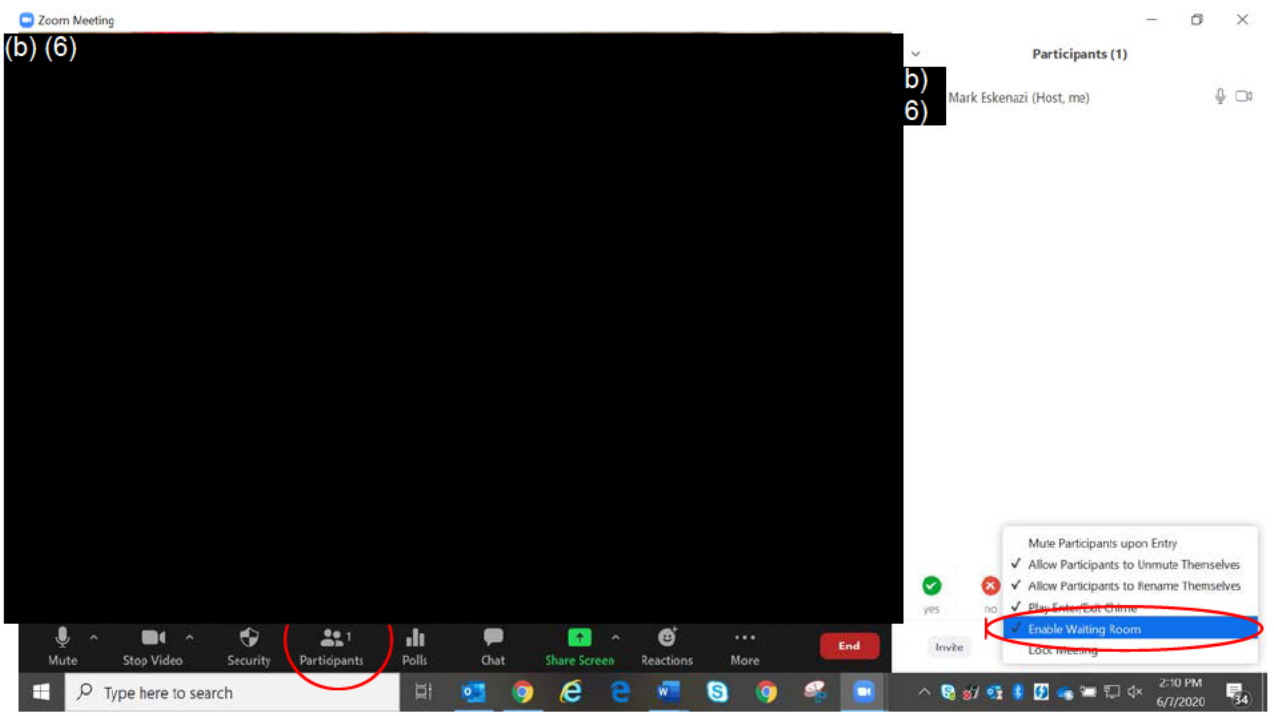




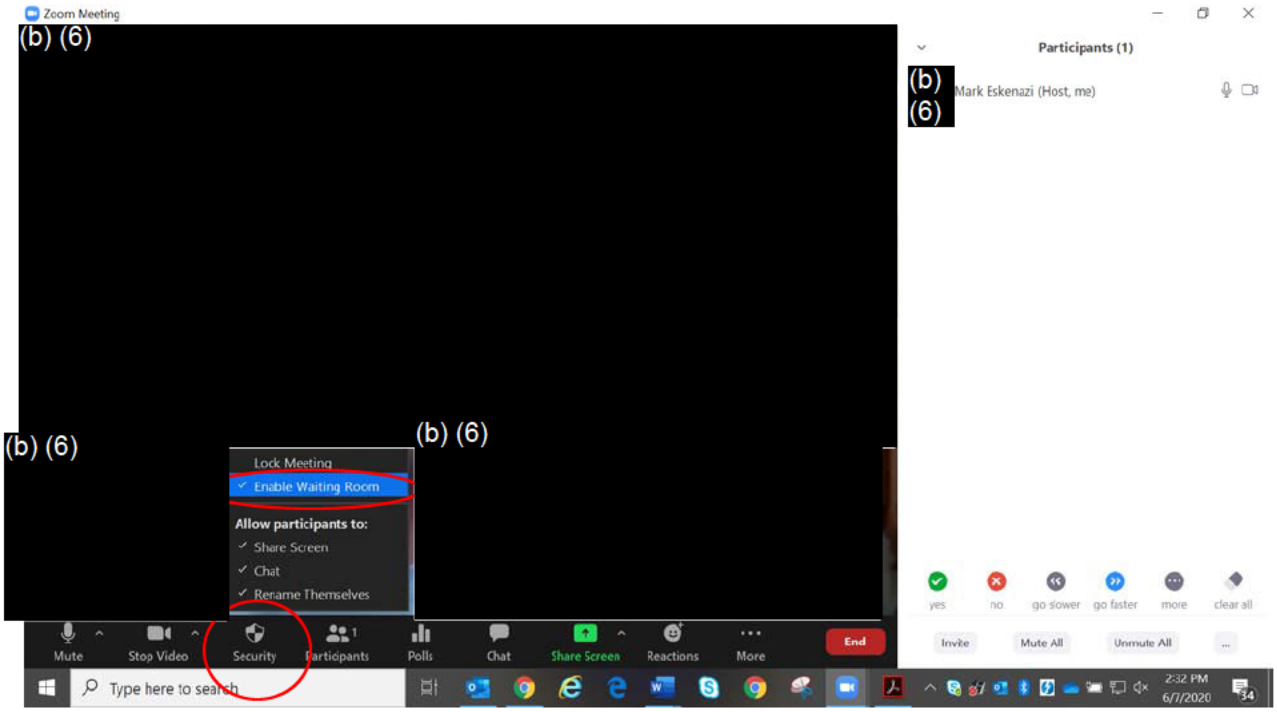
MAKE SOMEONE HOST OR CO-HOST BY CLICKING THE 3 DOTS AT THE TOP RIGHT OF THE USER'S VIDEO FEED (not shown) <u>OR</u> BY HOVERING OVER THEIR NAME IN THE PARTICIPANTS TOOLBAR.



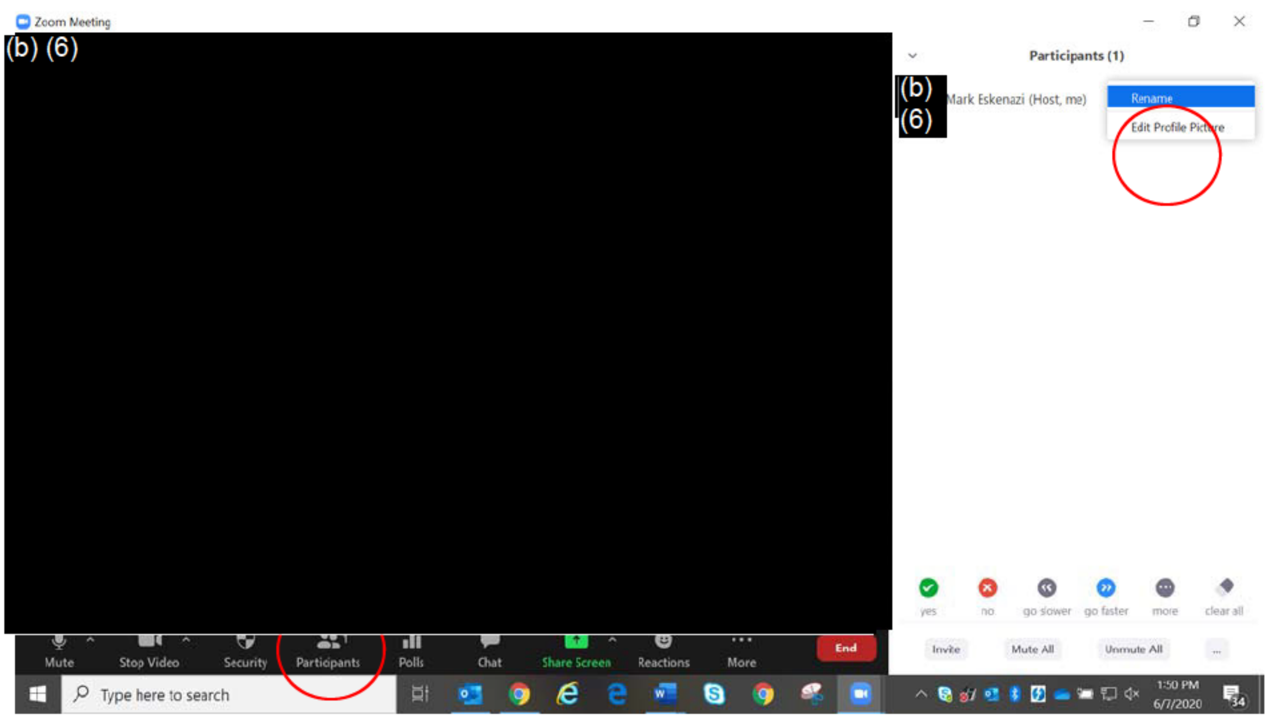
ENABLE WAITING ROOM: AT THE BOTTOM RIGHT OF THE PARTICIPANTS TOOLBAR CLICK THE 3 DOTS, THEN "ENABLE WAITING ROOM."



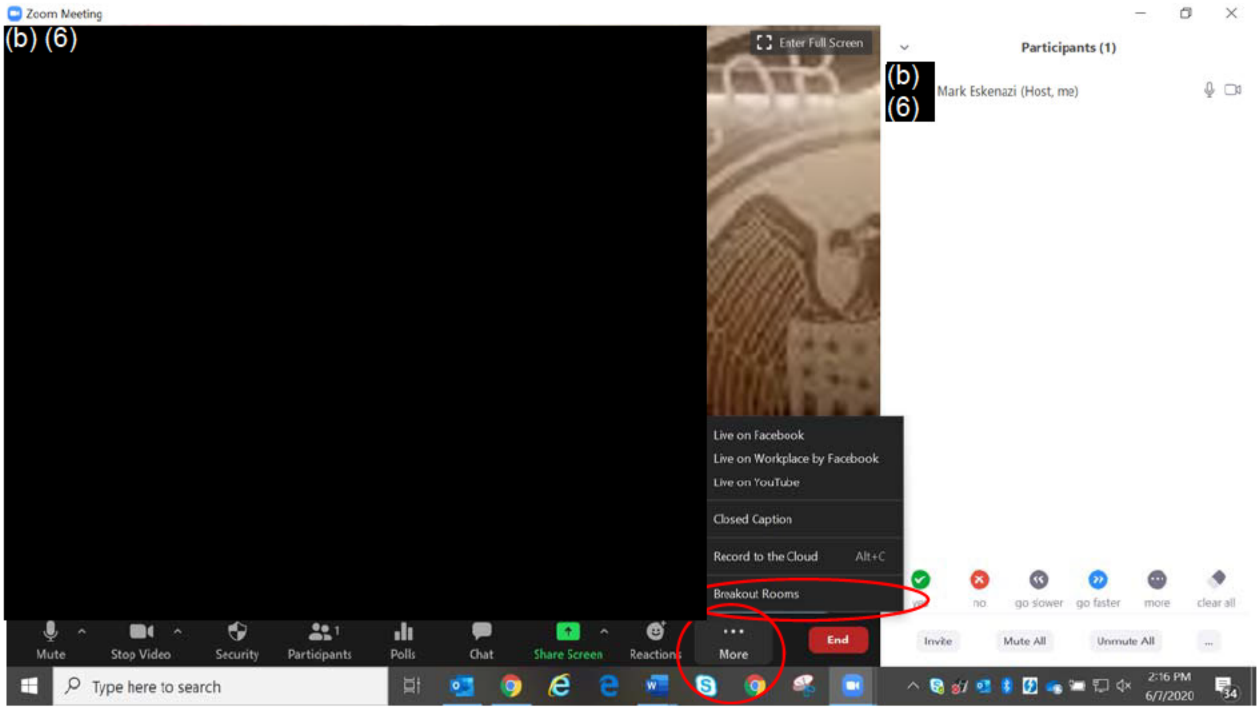
OR CLICK THE "SECURITY" ICON, THEN "ENABLE WAITING ROOM":

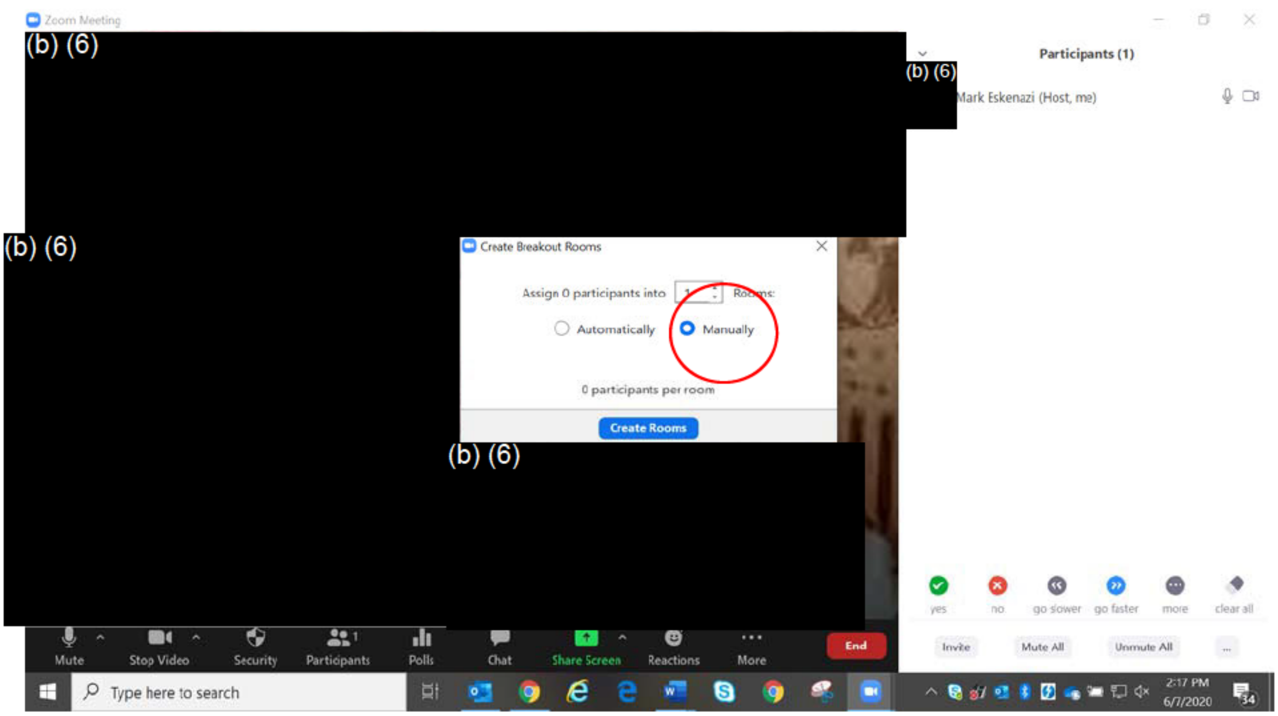


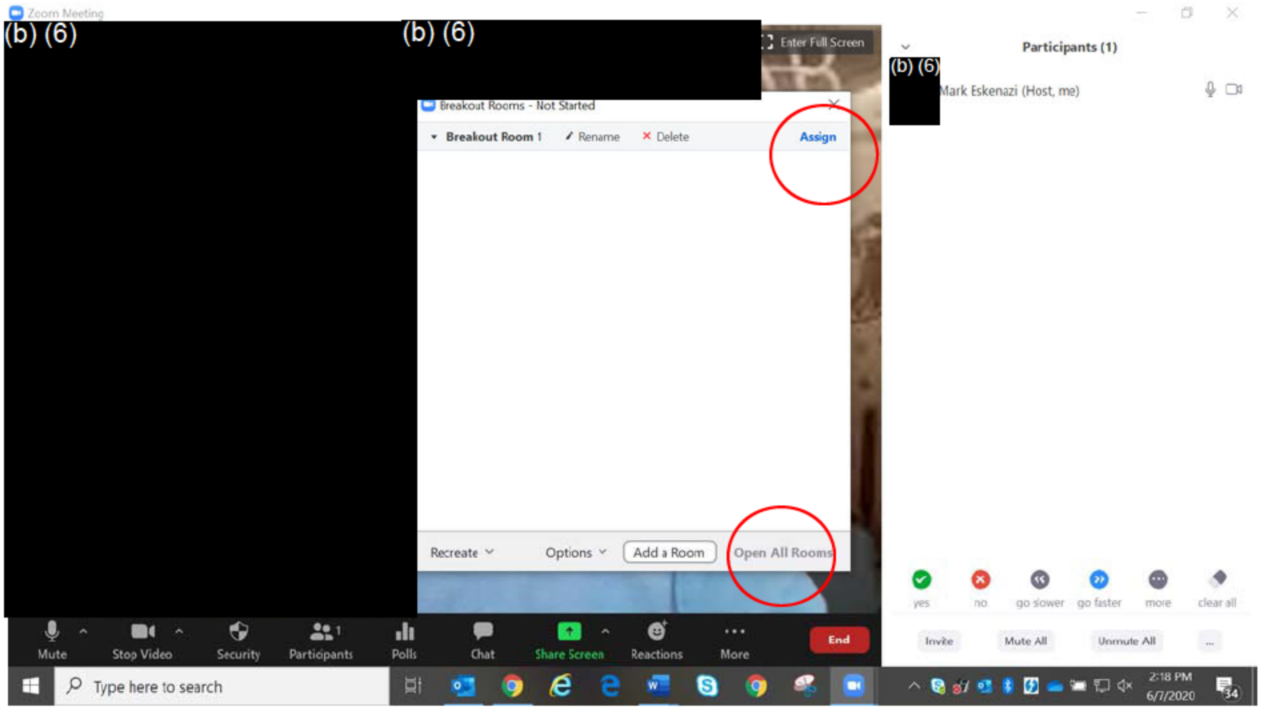
SEND USERS TO THE WAITING ROOM: Click the 3 dots at the top right hand corner of the user's video feed and choose "put in waiting room" (not shown) OR hover over the user in the Participants toolbar.



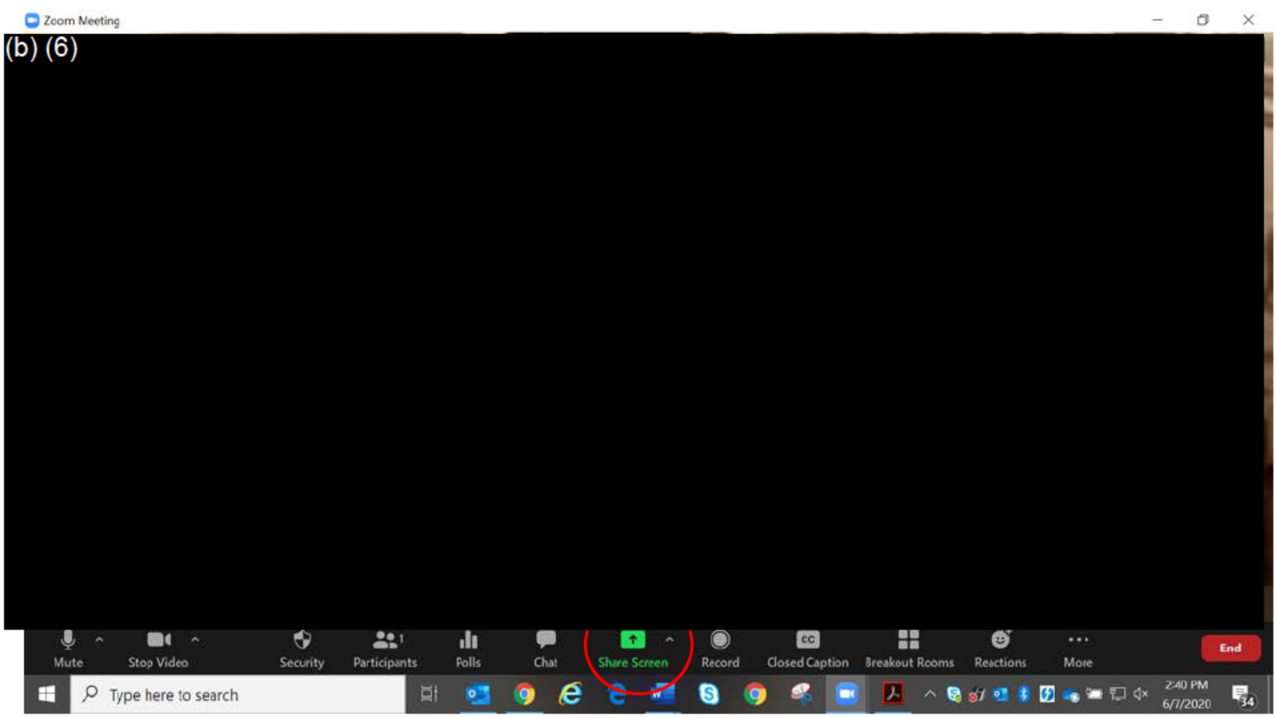
SEND USERS TO A BREAK OUT ROOM (ONLY THE HOST CAN DO THIS): Click the “More” three dots at the bottom of the screen, then Breakout Rooms. Then select “Manually.” Click “Assign” to assign the users you wish to place in a new Breakout Room. Click “Open all rooms.”



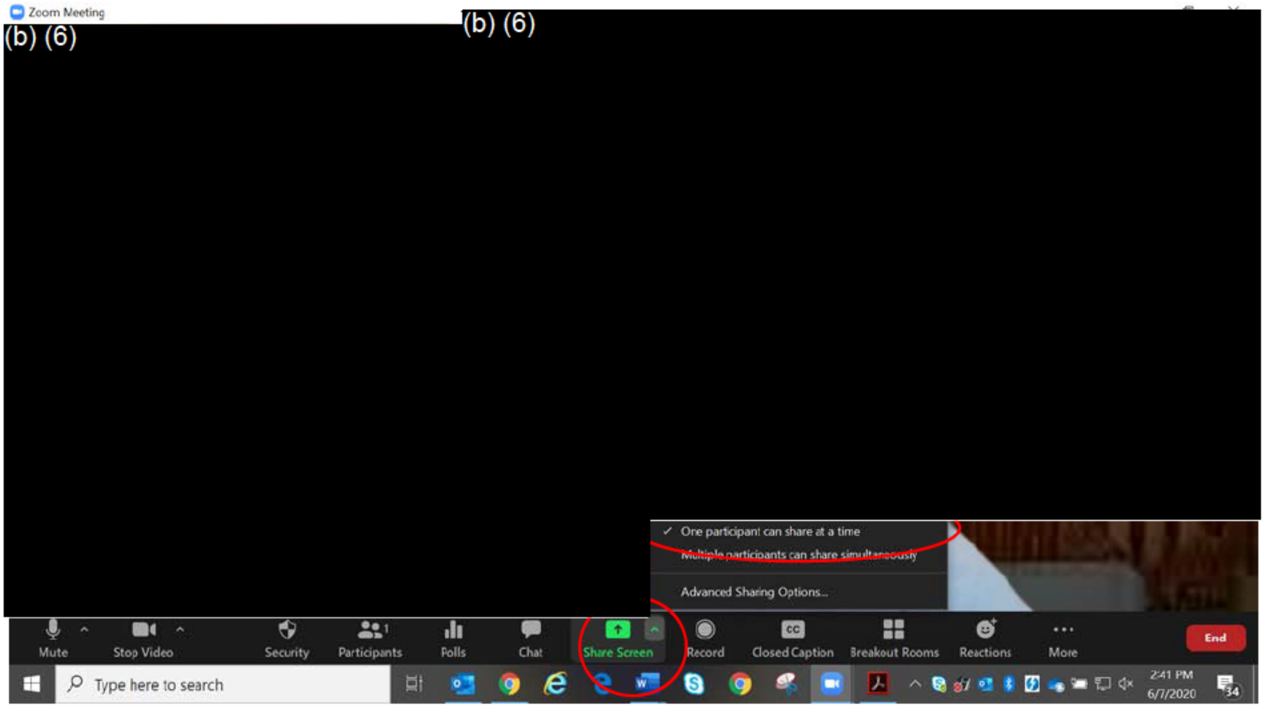


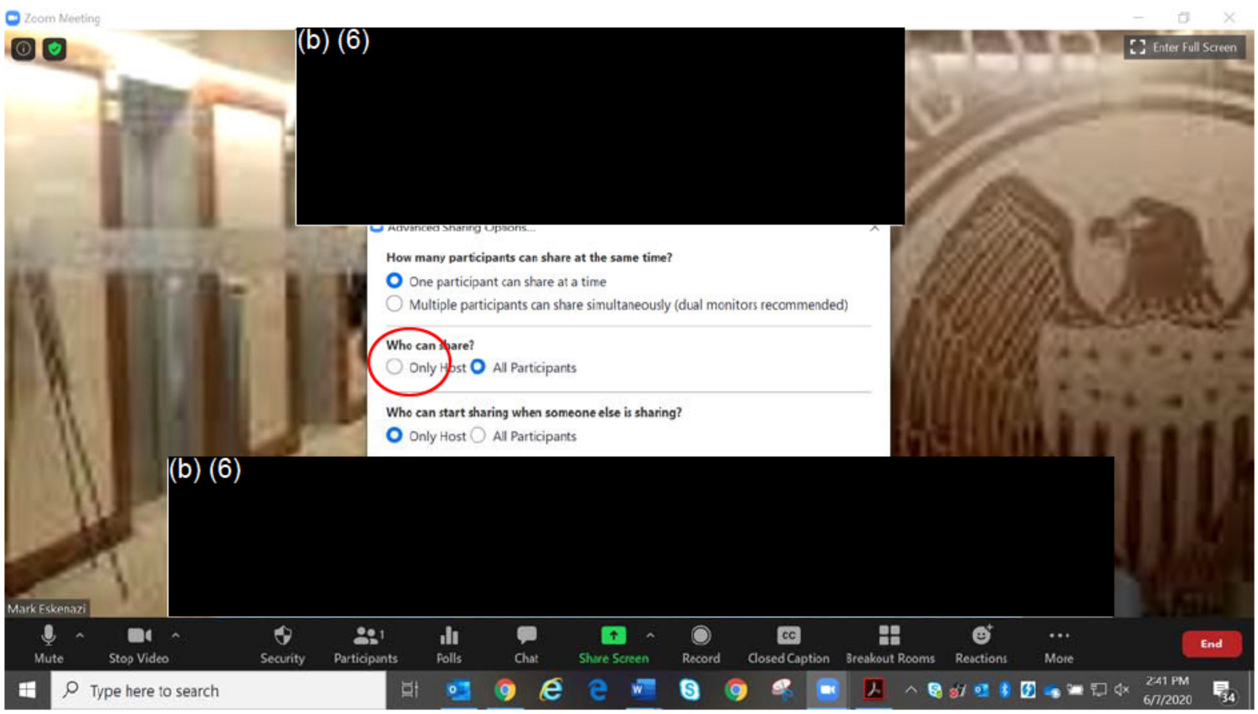


Share Screen: Click the green Share Screen button at the bottom of the screen.

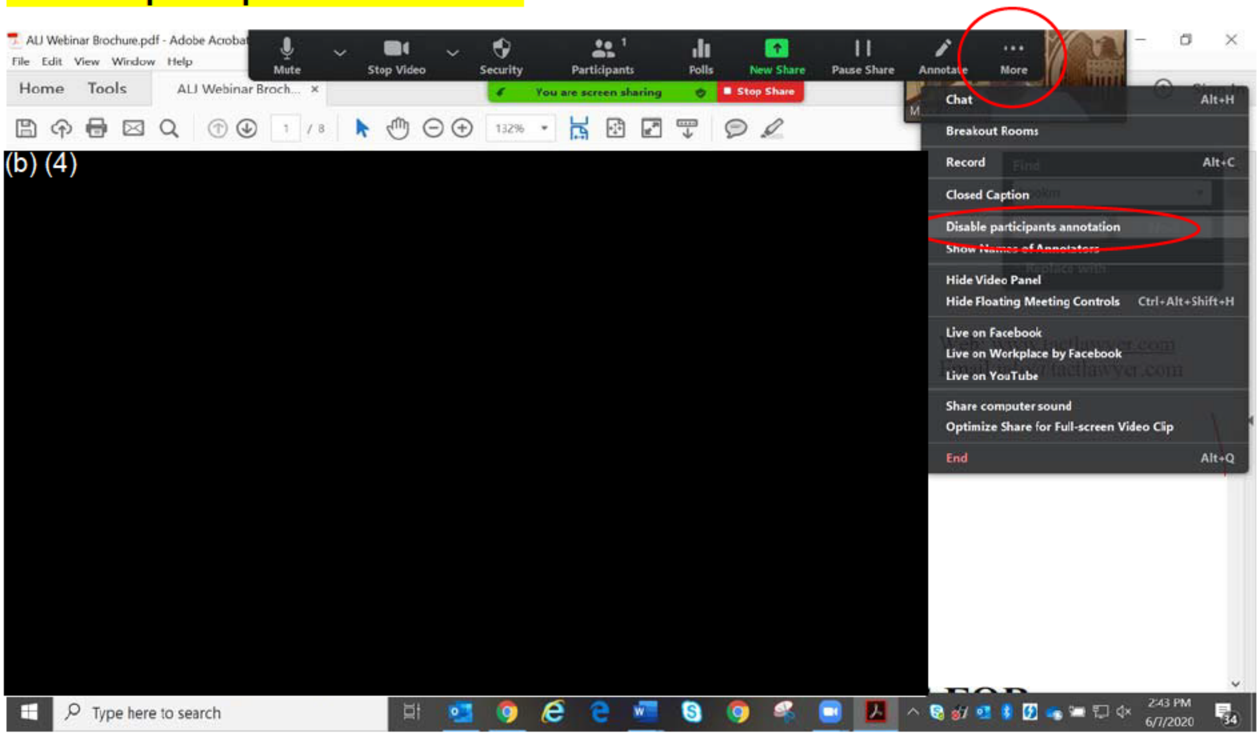


Disable Share Screen: Click the up-arrow near the green Share Screen button and then "One participant can share at a time," <u>or</u>, <u>for more limited access</u>, click "Advanced Sharing Options," then, under "Who can share?," click "Only Host."





Disable the Annotate tool within the Share Screen tool. Click the green Share Screen button. At the top of the screen, click the “More” (three dots), then click “Disable participants annotation.”



<u>DRAFT EMAIL TO PARTIES RE SHAREPOINT</u> (updated 8/6/2020)

Counsel:

A party can provide exhibits to Judge **[INSERT NAME]**, other parties, and I via email or the NLRB's SharePoint page for this case. SharePoint is a convenient way to view all exhibits on one page, as opposed to managing multiple emails that contain multiple exhibits. In addition, certain files, such as large audio or video files, will not transmit via email and therefore SharePoint must be used.

You should have received an email invitation to the SharePoint page for this case. Please check your Spam or other folders or contact me if you cannot find it.

Attached please find a SharePoint guidance document. Included are access instructions for parties without NLRB email addresses (pages 1-7 of the PDF), steps for managing exhibits (pages 8-16), and steps for saving the case page as a favorite (pages 17-18).

At our pretrial practice session, Judge **[INSERT NAME]** and I will go over, among other things, how to upload and open exhibits on the SharePoint page. In the meantime, you can explore the page; it is not difficult to upload files.

If a witness needs access to the SharePoint page, please let me know and I will send them an invitation. If the Court Reporter needs access Counsel for the General Counsel should let me know.

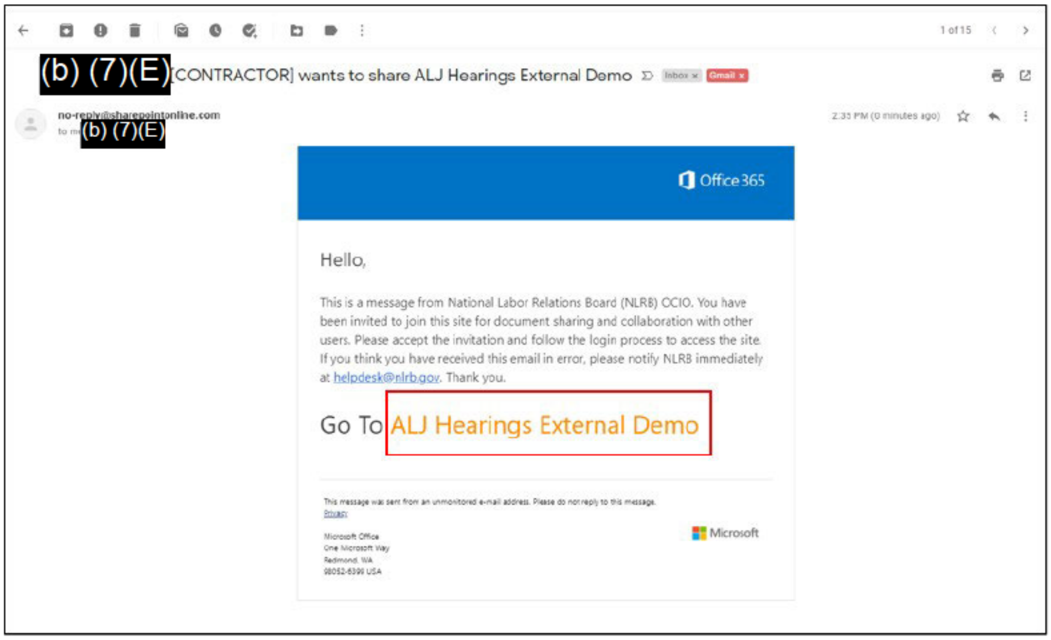
Thank you,

[INSERT NAME]
Courtroom Deputy
[INSERT PHONE]

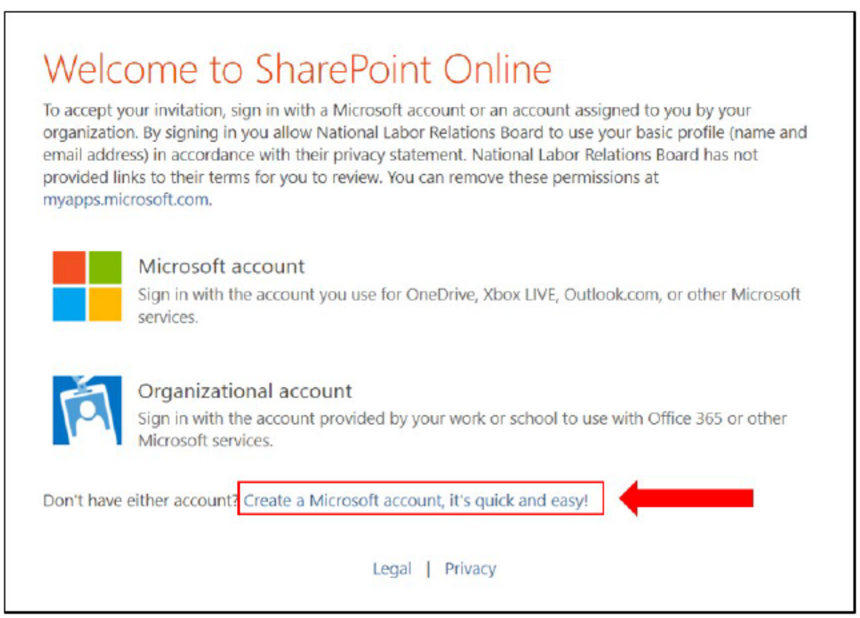
Steps to Access SharePoint Site using an external email address

Please follow the steps given below once you receive an email invitation from National Labor Relations Board (NLRB).

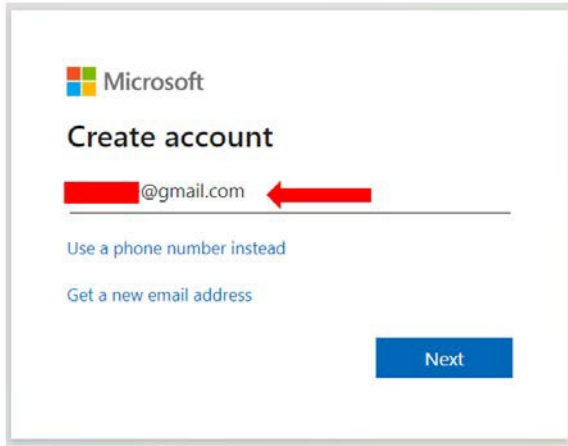
1. **Open your email invite and click on the link highlighted below:**



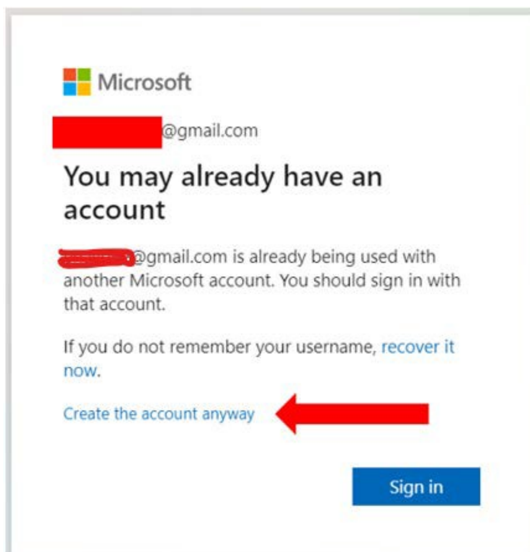
2. **You will be taken to a new page with the following message and options to setup your account. Click on the link highlighted below.**



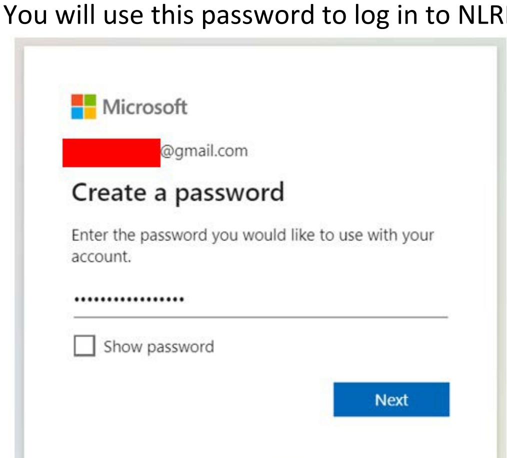
3. You will see a new pop-up on your screen to setup a new account. You can type in the same email address where you received the invitation.



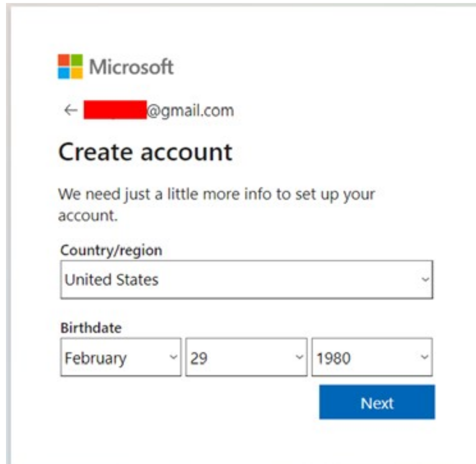
4. If you have used the same email address to sign up for another site, you may see the following message. If you do, click on the link highlighted below. If you haven't used this email address before, please jump to step # 5



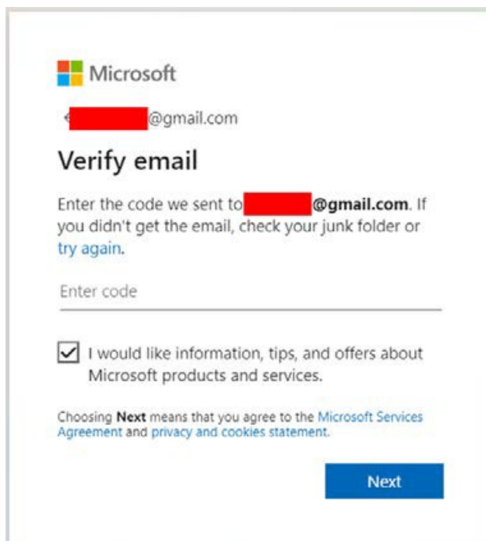
5. Create a strong password. You will use this password to log in to NLRB SharePoint site.



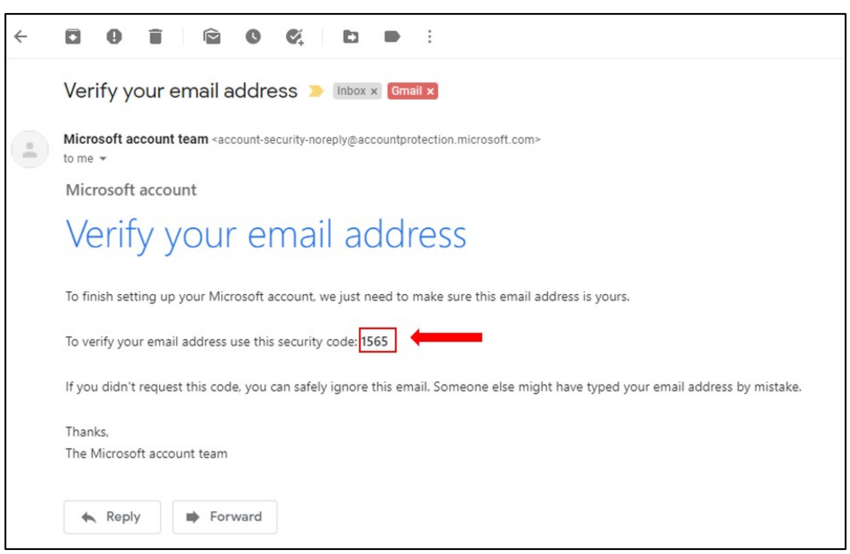
6. Provide additional information as shown below.



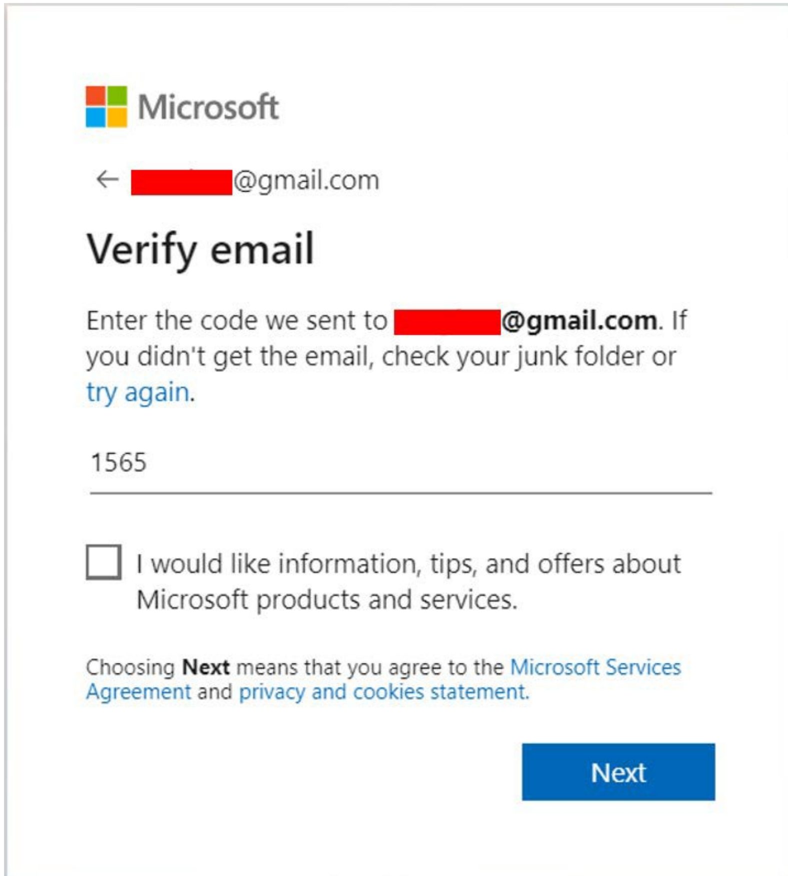
7. You will get the following prompt on the next screen. Please log in to your email to retrieve the code and enter it in the prompt shown below.



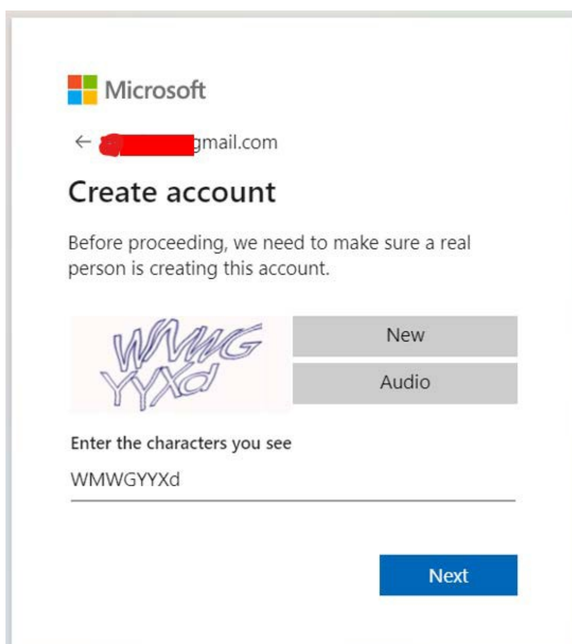
8. Email from Microsoft with the verification code will look like the sample shown below.



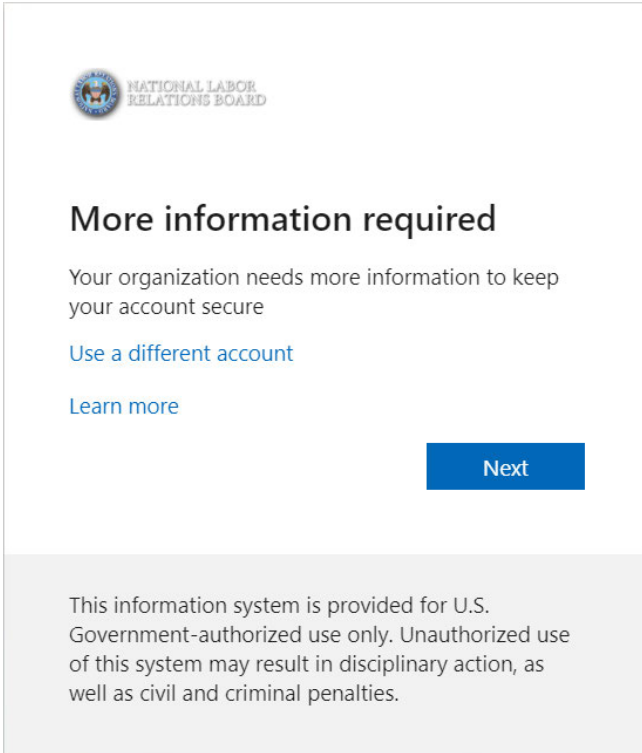
9. Enter the code in the prompt as shown below and click on Next.



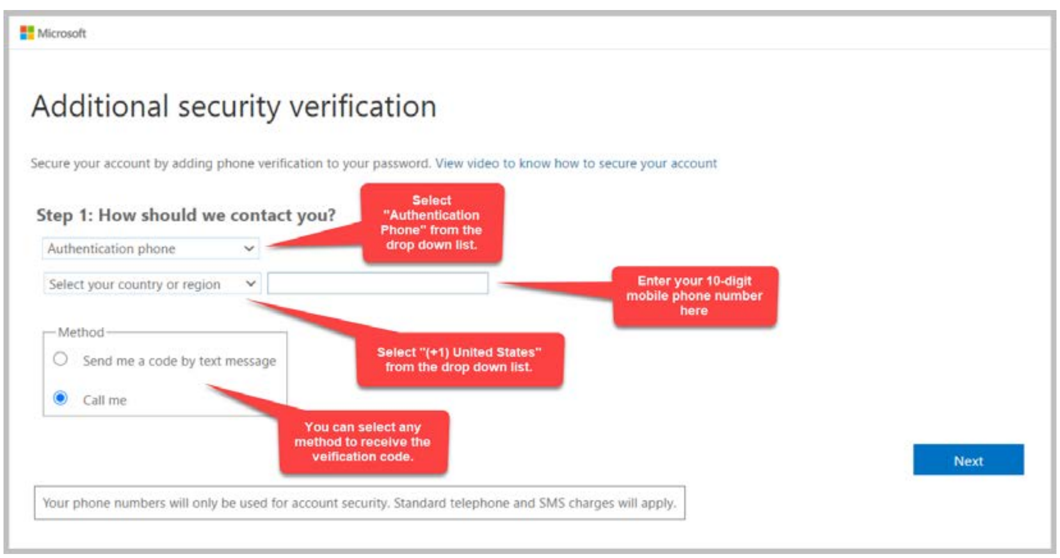
10. Next prompt is for verification purposes. Once you have entered the characters shown on the prompt, click on next.



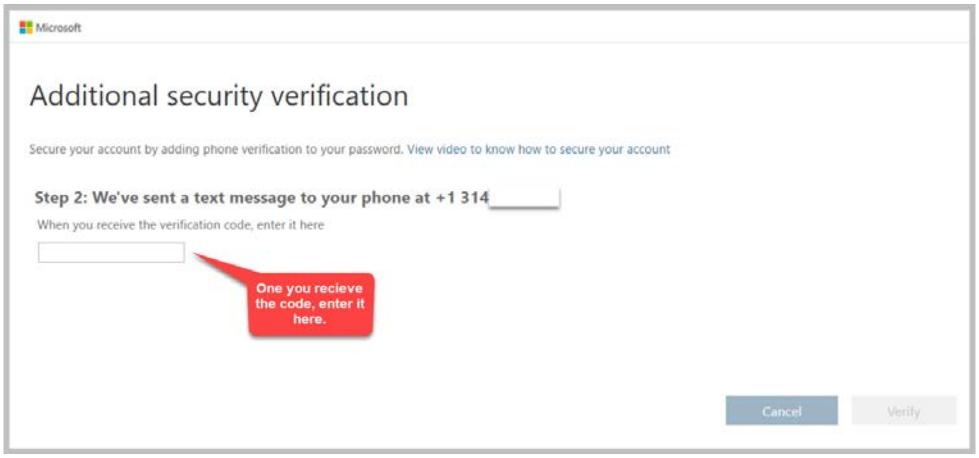
11. At this point, you will be asked to provide some additional information to ensure secure access to the site. Click on “Next”.



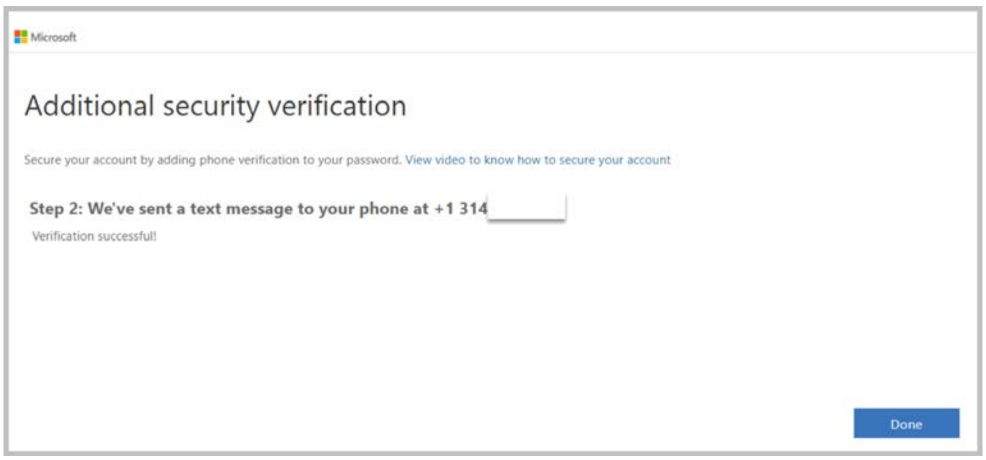
12. On the next screen, you will need to provide your mobile phone number for verification purposes. This is an additional layer of security required as a part of NLRB IT security policy. Fill out the required fields as shown below and click on “Next”.



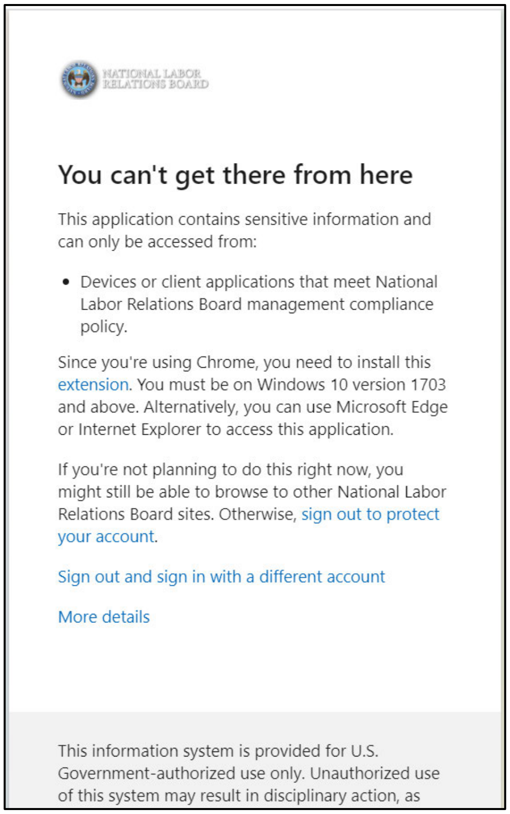
13. Once you receive the code on your mobile phone as a text message or call, enter it in the text box as shown below and click on “Verify”.



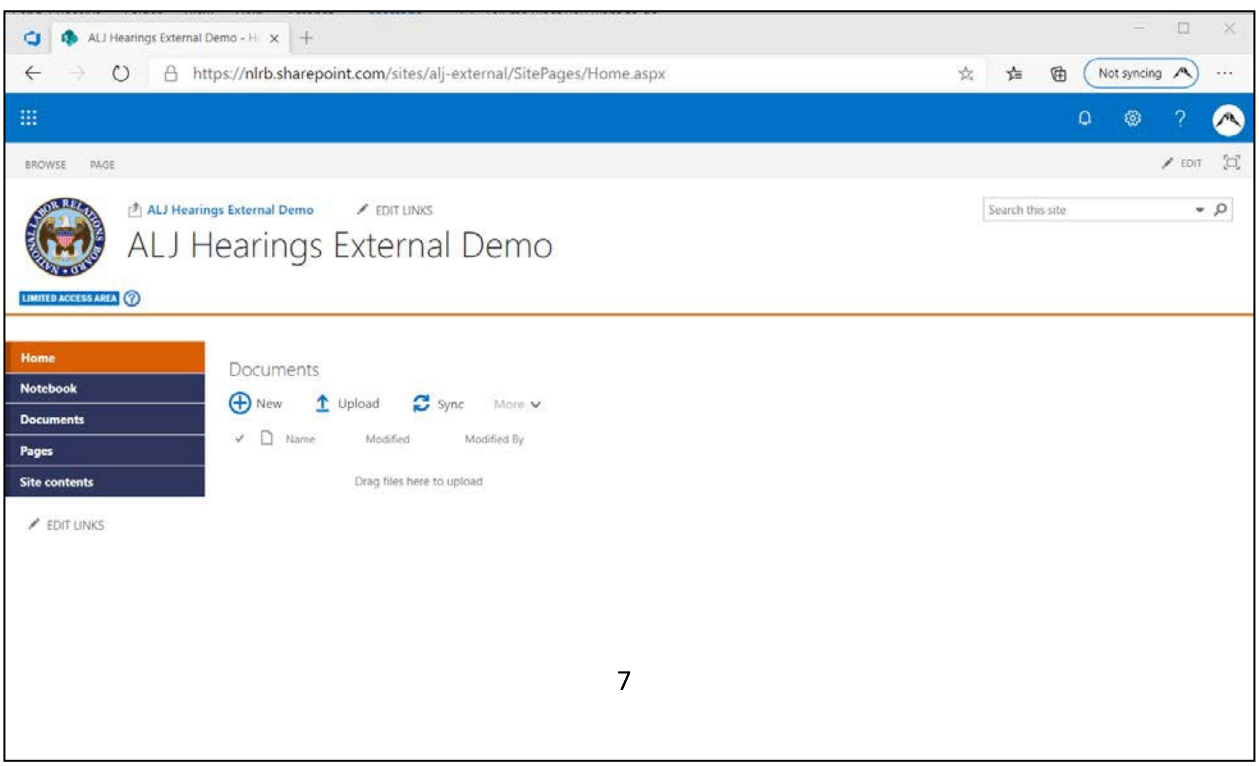
14. Once your code is verified, you will receive the following confirmation screen. Click on “Done”.



15. If you see the following message on your screen after step 14. Please reach out to NLRB IT support team at the following addresses:
    a. Mark Eskenazi (mark.eskenazi@nlrb.gov)
    b. (b) (7)(E) [redacted]@nlrb.gov)
    c. (b) (7)(E) [redacted]@nlrb.gov)



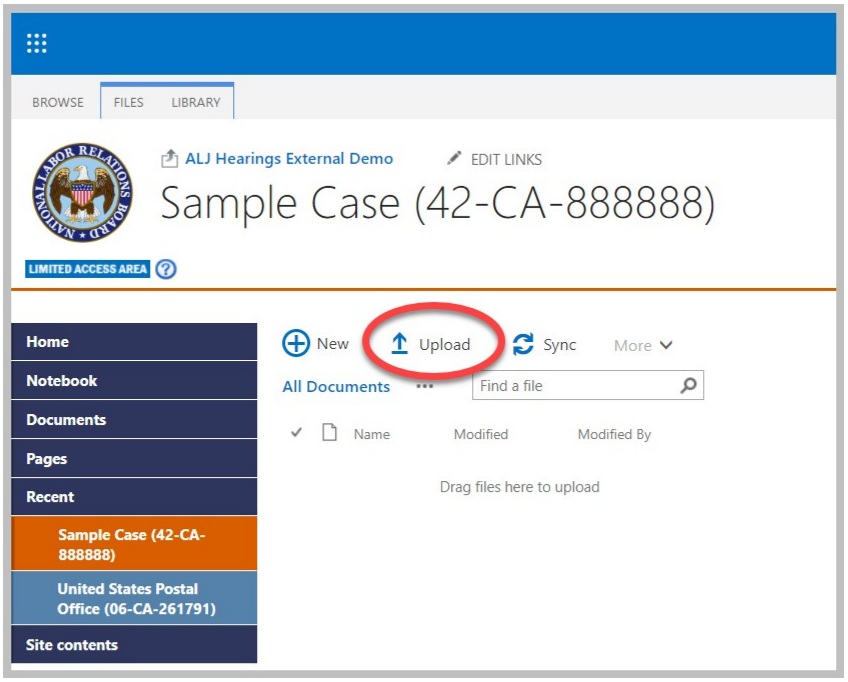
16. You are now taken to the SharePoint site that has been shared with you.



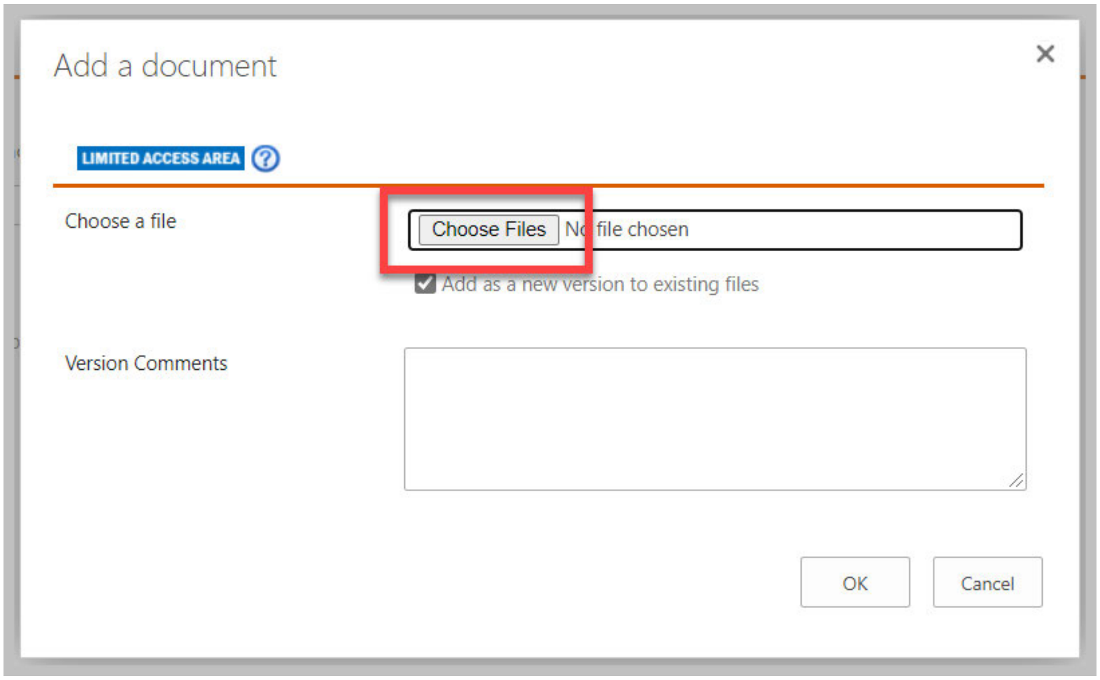
SharePoint - Upload an Existing Document

If you have an existing document on your computer and want to save it in the SharePoint document library, you can easily upload it. To do that follow the steps below:

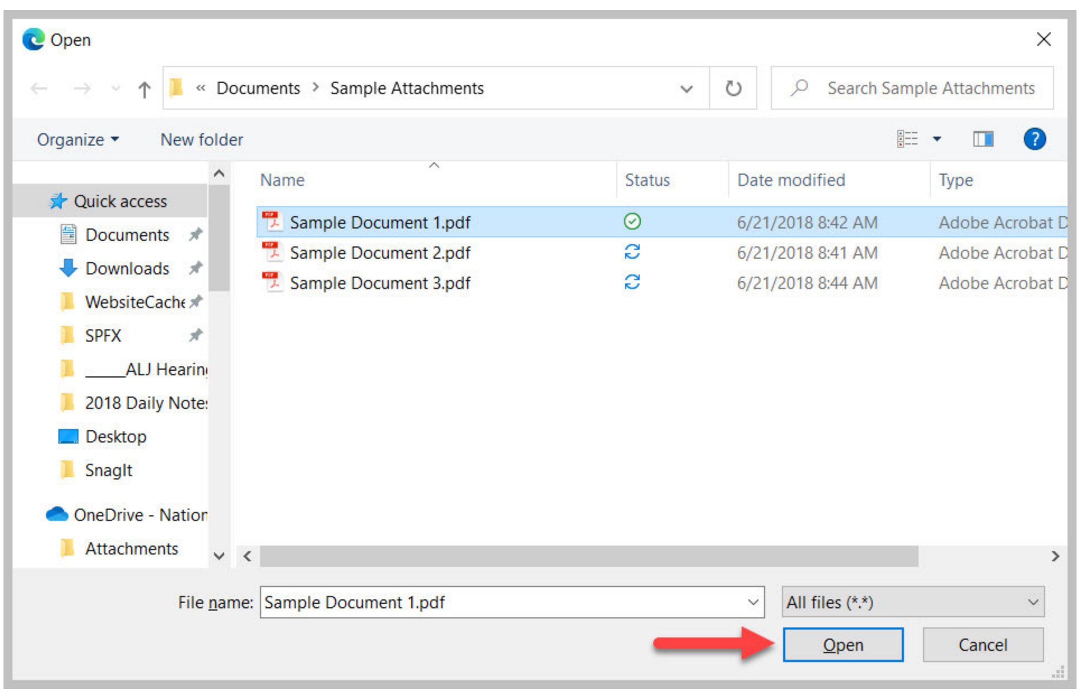
1. Once you are in the document library, click on "Upload" button.

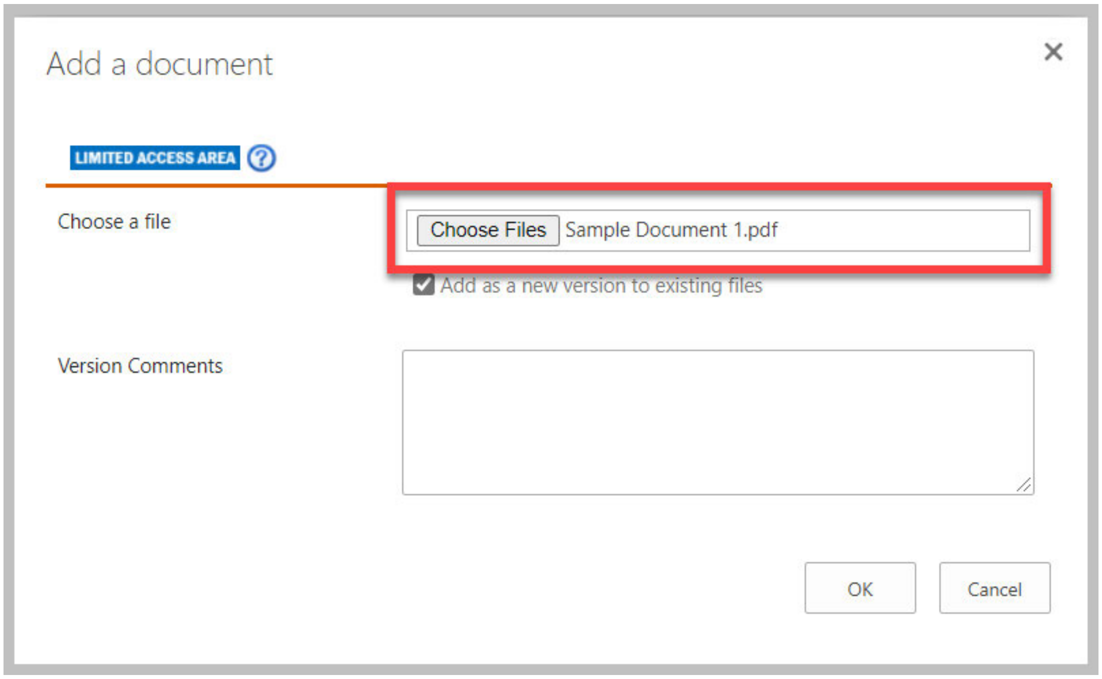


2. An "Add a document" prompt will appear on the screen, click on "Choose Files" button.

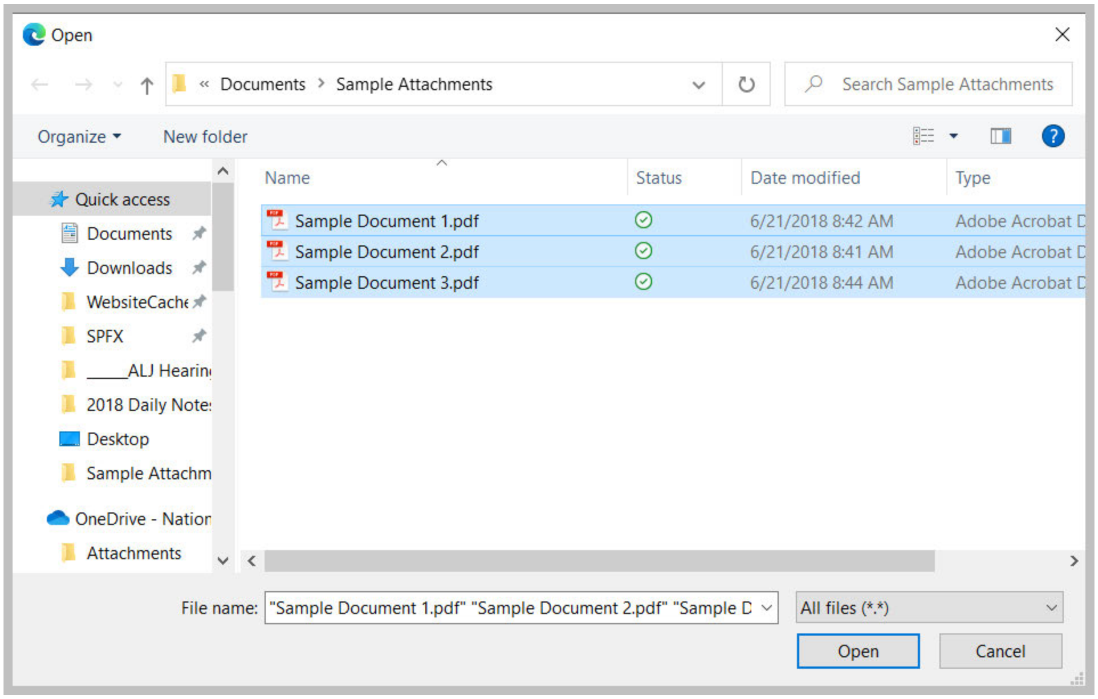


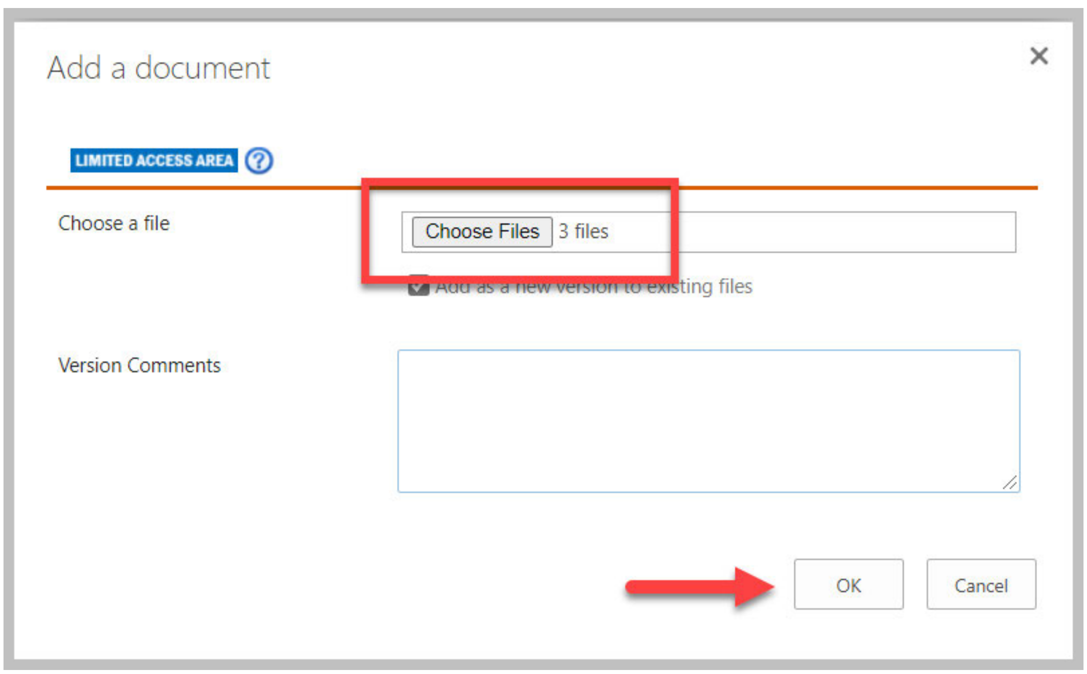
3. On the next window, you can select any type of document from your computer (including word, excel spreadsheet, pdf etc.) and then click on “Open” button. Click on “Ok” button on the “Add a document” prompt to finally upload the selected document in document library.



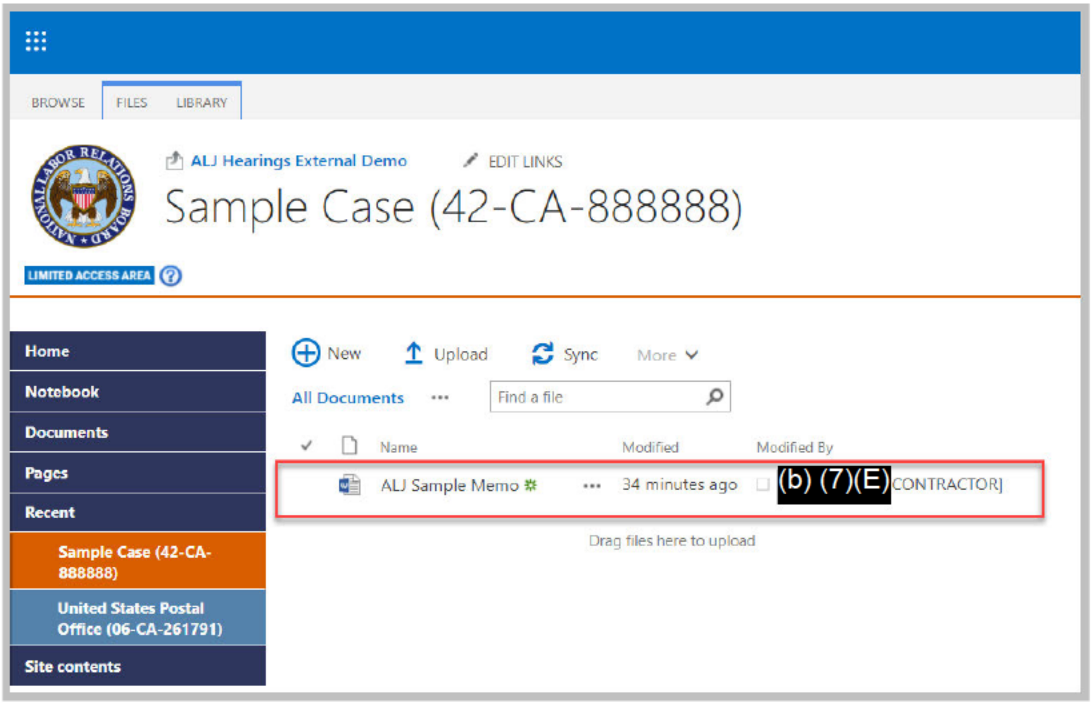


4. You can also select multiple files to upload. To do this, while keeping "Ctrl" key on the keyboard pressed use left mouse button and click on all the files you would like to select. Once selection has been made, click on "Open" button.

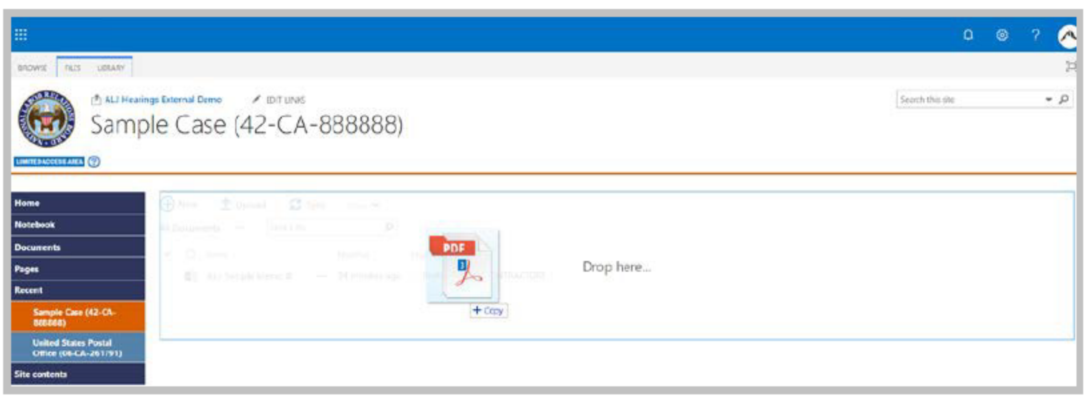

Open
Documents > Sample Attachments
Search Sample Attachments
Organize
New folder
Name
Status
Date modified
Type
Quick access
Documents
Downloads
WebsiteCache
SPFX
____ALJ Hearin
2018 Daily Note
Desktop
Sample Attachm
OneDrive - Nation
Attachments
Sample Document 1.pdf
6/21/2018 8:42 AM
Adobe Acrobat D
Sample Document 2.pdf
6/21/2018 8:41 AM
Adobe Acrobat D
Sample Document 3.pdf
6/21/2018 8:44 AM
Adobe Acrobat D
File name:
"Sample Document 1.pdf" "Sample Document 2.pdf" "Sample D
All files (*.*)
Open
Cancel


Add a document
LIMITED ACCESS AREA
Choose a file
Choose Files
3 files
Add as a new version to existing files
Version Comments
OK
Cancel

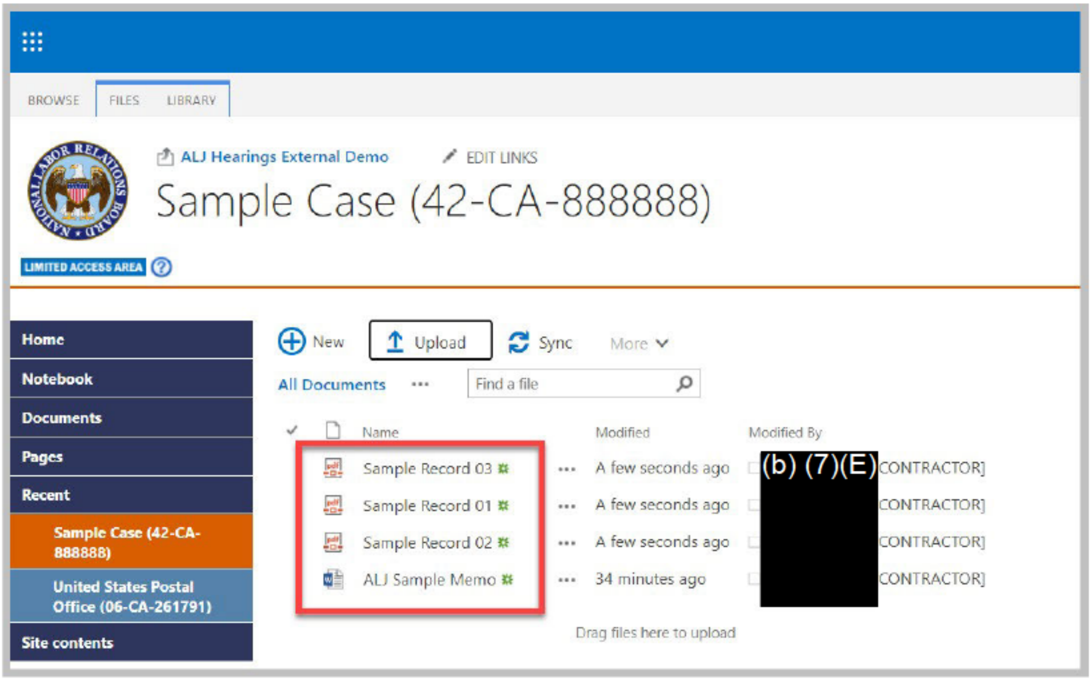
5. Your document/s has now been uploaded to the document library successfully.



6. You can also upload documents from your computer to SharePoint document library by simply click-and-drag the document/s over to the browser.



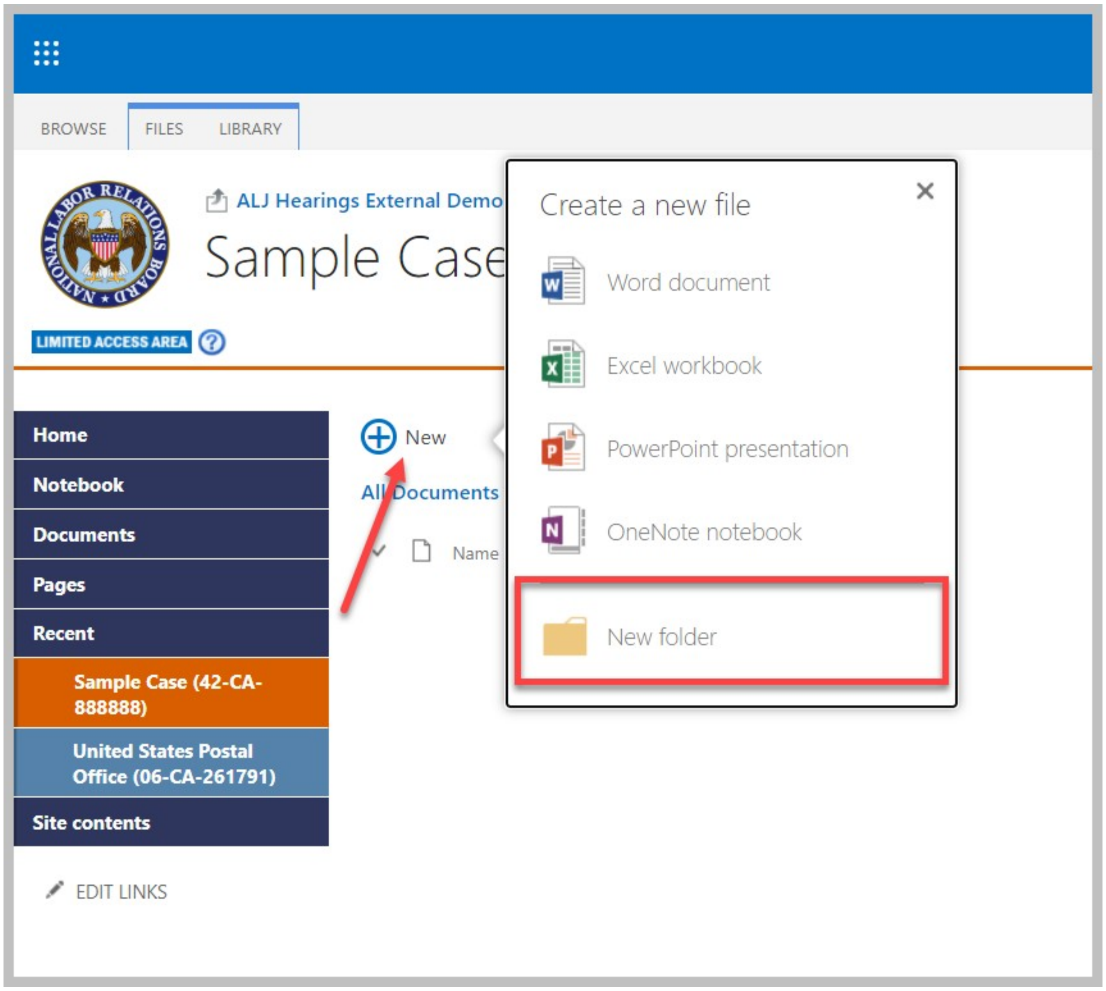
7. Once you drop the document/s, they will appear in the document library.



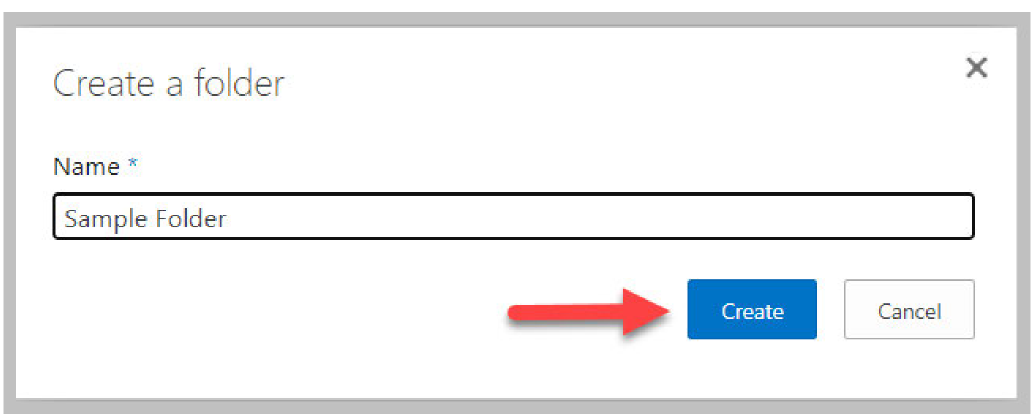
Create a Folder

If or when you need to organize your documents, you can use folders. To create a folder, follow the steps below:

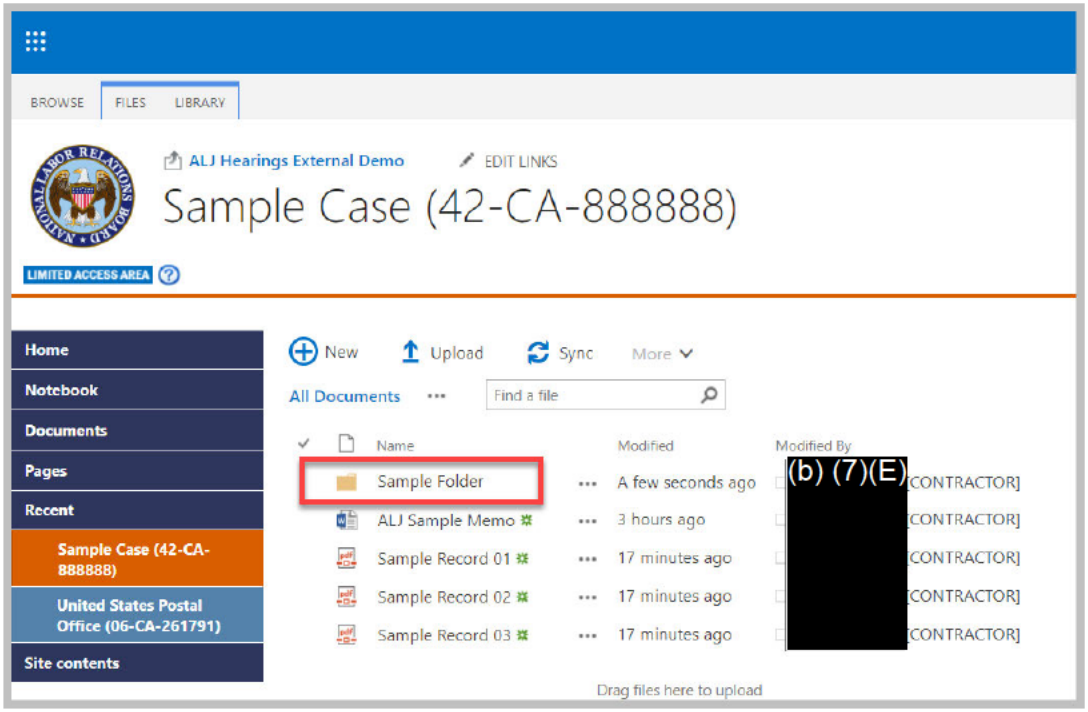
1. Once you are in the document library, click on "Create" button and select "New Folder".



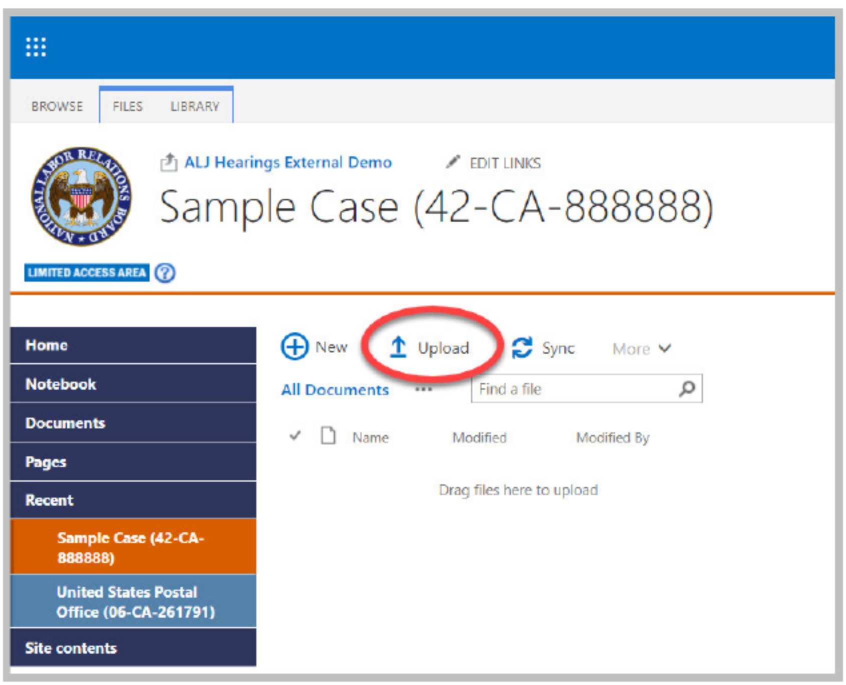
2. You will get a “Create a folder” prompt on your screen. Enter the folder name of your choice and click on “Create” button.



3. You can now see a new folder in the document library.



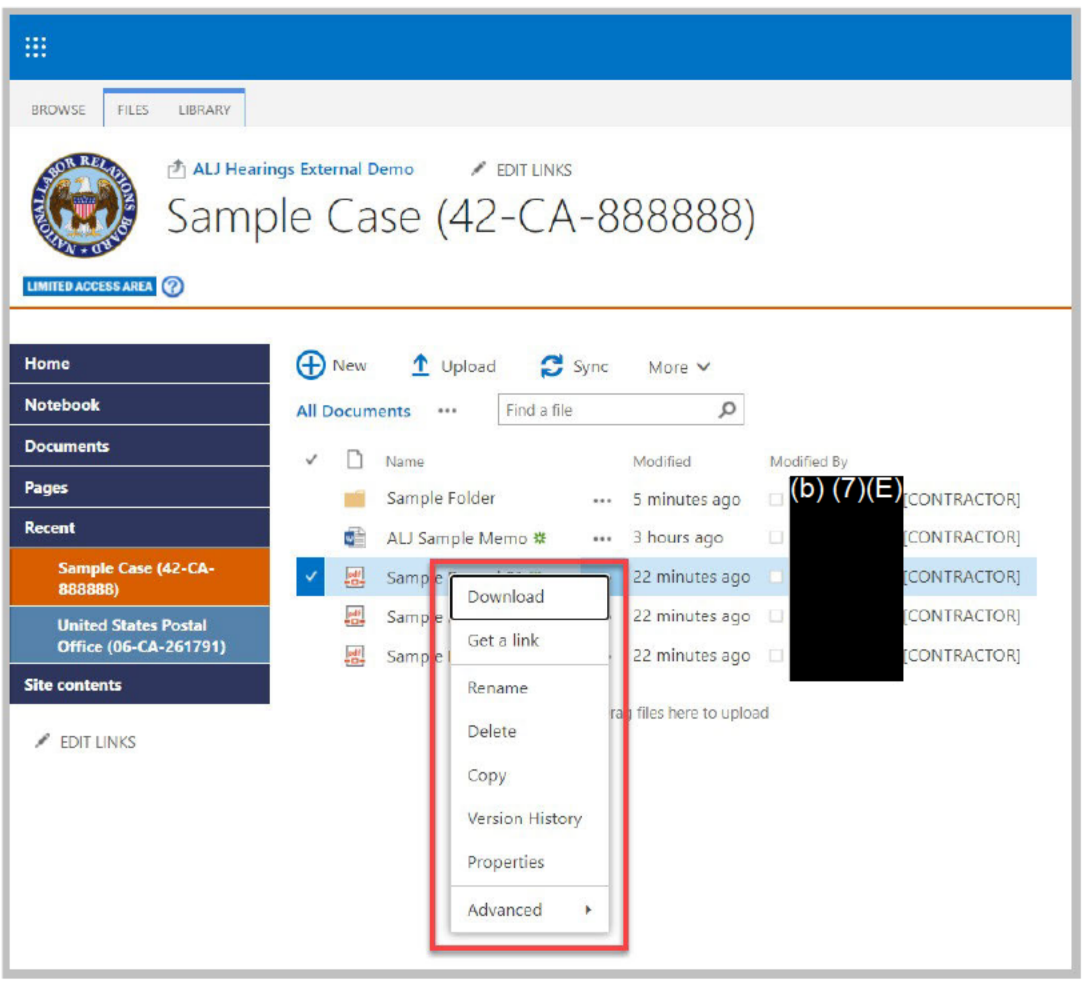
4. If you want to add documents to the folder, simply click on the folder name to get inside the folder and follow the steps given above in the "Upload an Existing Document" section of this guide.



Document Actions Inside a Document Library:

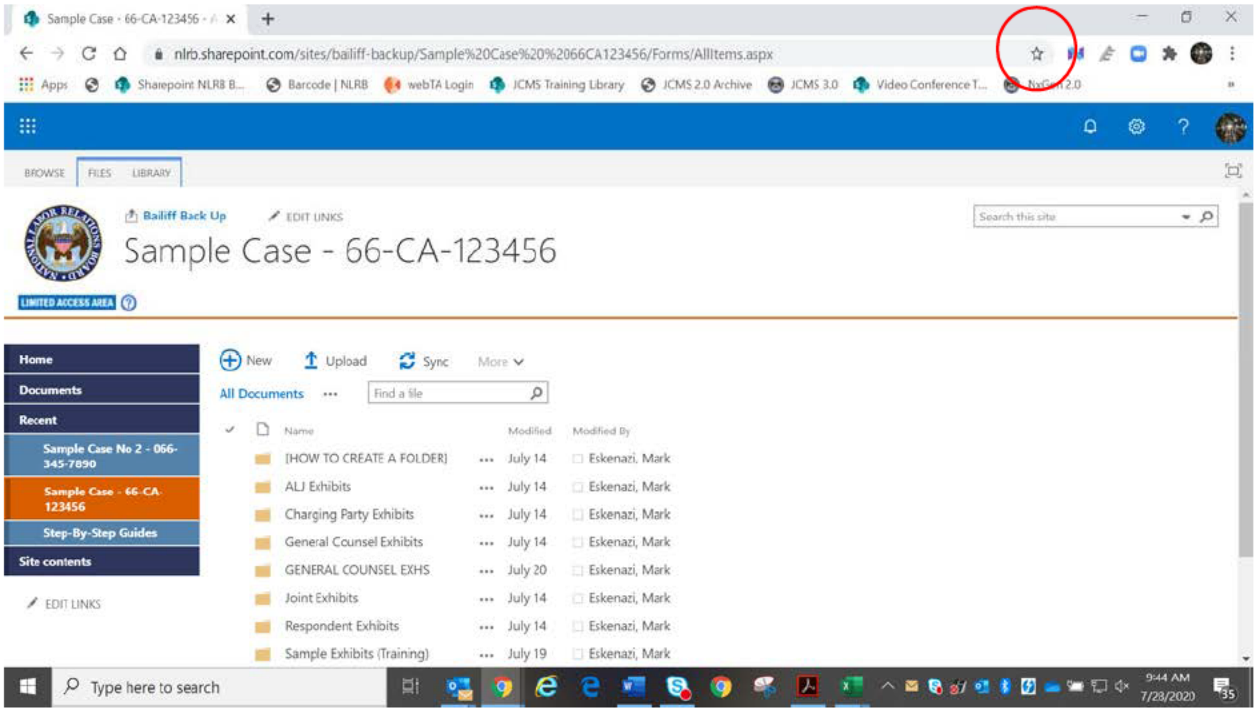
Inside the document library, when you right-click on any available document (inside the folder as well), you will be able to perform additional actions as shown in the screen shot. Some of the popular actions are given below:

Action	Description
Download	This option allows you to download the document to your computer.
Rename	This option allows you to rename the document.
Delete	This option allows you to delete the document from the document library and send it to Recycle Bin.
Version History	This option allows you to review the version history of the document.

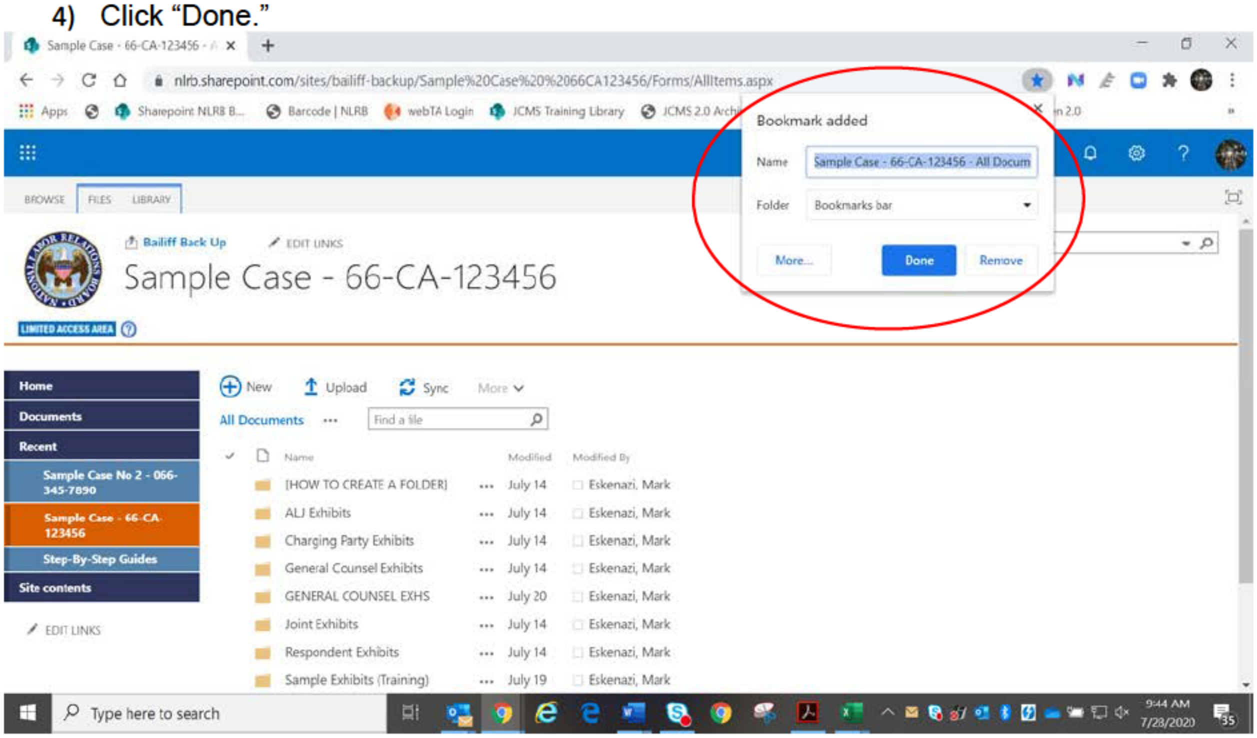


How to Save a SharePoint Page to Your Chrome “Favorites:”

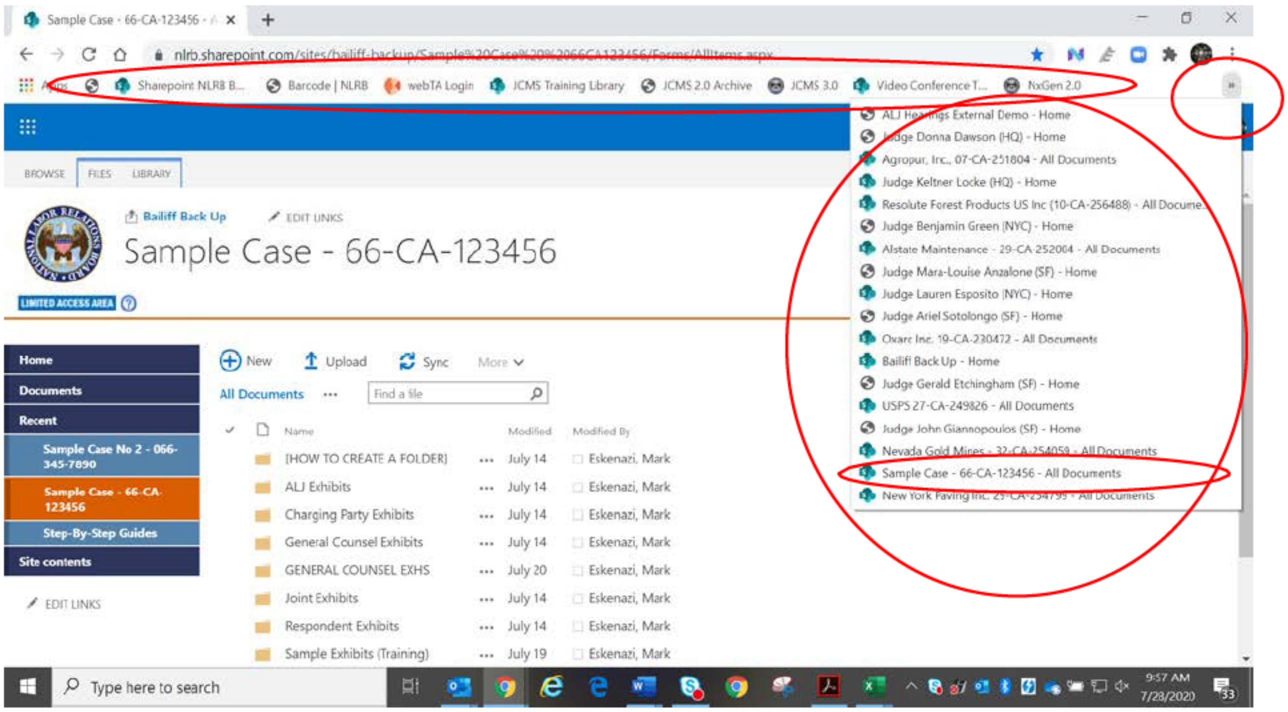
1) From the email you receive from OCIO, open the link to the SharePoint page in your Chrome web browser.
2) Click the star at the top.



3) If you wish, modify the name of how you want to save the page.
4) Click “Done.”



5) Depending on how many Favorites you have, the Sharepoint page will be saved either at the top of the browser or by clicking the very small arrow button on the right side, in which case it will be saved in a column that opens.



Zoom ULP Hearings: Suggested Practices for Judges and Courtroom Deputies

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Updated Aug. 2020

1. **Use a laptop not a smartphone, tablet, etc.** In general, a smartphone user's video feed doesn't work if they are simultaneously using another app, such as reviewing an exhibit. If a witness only has a smartphone they should fully charge it before testifying. If it's an iPhone they should "swipe up" to ensure that all other apps are fully closed. Only the Zoom and email apps should be open, in case the witness needs to briefly access an exhibit and then return to the video feed.

2. **Reduce Wi-Fi crowding.** Ask your housemates to reduce their Wi-Fi usage while you're in the hearing. Multiple devices on the same Wi-Fi using Netflix, playing video games, etc. can slow the Zoom connection.

3. **Close unnecessary programs.** The more programs your computer is running, the more RAM memory you'll need. This can slow the Zoom connection.

4. **Involve the Court Reporter early.** Ask Counsel for the GC to confirm that the Court Reporter is competent to serve in a Zoom hearing. In my experience most have already done Zoom hearings. If they haven't, the Region should consider inviting them to a pretrial practice session with the judge and parties.

5. **Hold at least one pretrial practice session.** This will familiarize the parties with how Zoom works and the judge's expectations. Topics may include the use of Waiting Rooms and Break-Out Rooms, the deletion of Jencks material from the Respondent's computers after usage, and the exchange of exhibits.

6. **Ask the parties to exchange exhibits via SharePoint or email.** Zoom's Chat upload tool often doesn't work.

7. **Ask the parties to exchange exhibits before the hearing.** This reduces dead time during the hearing in which the parties email exhibits or upload them to SharePoint, wait for transmission, and wait for everyone to open them on their computer.

8. **Ask the parties to pre-number, internally paginate, and bookmark documentary evidence in a single PDF file.** This makes viewing exhibits during the hearing more efficient. Bookmarking is an Adobe tool used to earmark pages so they can be easily accessed without having to scroll through the PDF.

9. **Ask everyone to review documents at their own pace rather than on Share Screen.** While Share Screen generally works well in displaying PDFs, everyone must follow along at the pace at which the person using Share Screen is scrolling through the document. It's more convenient for each person to view Zoom on one side of their screen and the PDF on the other so they can scroll at their own pace.

10. **Determine whether SharePoint will be needed to exchange exhibits.**

    a. Audio and video exhibits, as well as other large files (even some PDFs), may not be transmittable over email. Instead, SharePoint must be used.
    b. In addition to being a solution for large exhibits, SharePoint is a convenient way to view all exhibits on one webpage, as opposed to managing multiple emails that contain multiple exhibits. Accordingly, SharePoint is recommended for heavy-document cases.
    c. SharePoint, like email, is a way to access exhibits. It doesn't change how exhibits are viewed during the hearing--at your own pace or on Share Screen.
    d. If you use Share Screen to play audio/video exhibits, be sure to check the boxes at the bottom of the Share Screen tool labeled "Share computer sound" and "Optimize Screen Sharing for Video Clip." Otherwise the sound won't work.
    e. Please contact me if you want to use Sharepoint for a hearing.

11. **Do a sound check.** Each day before the record opens ask everyone to practice speaking. It's better to catch an audio issue early.

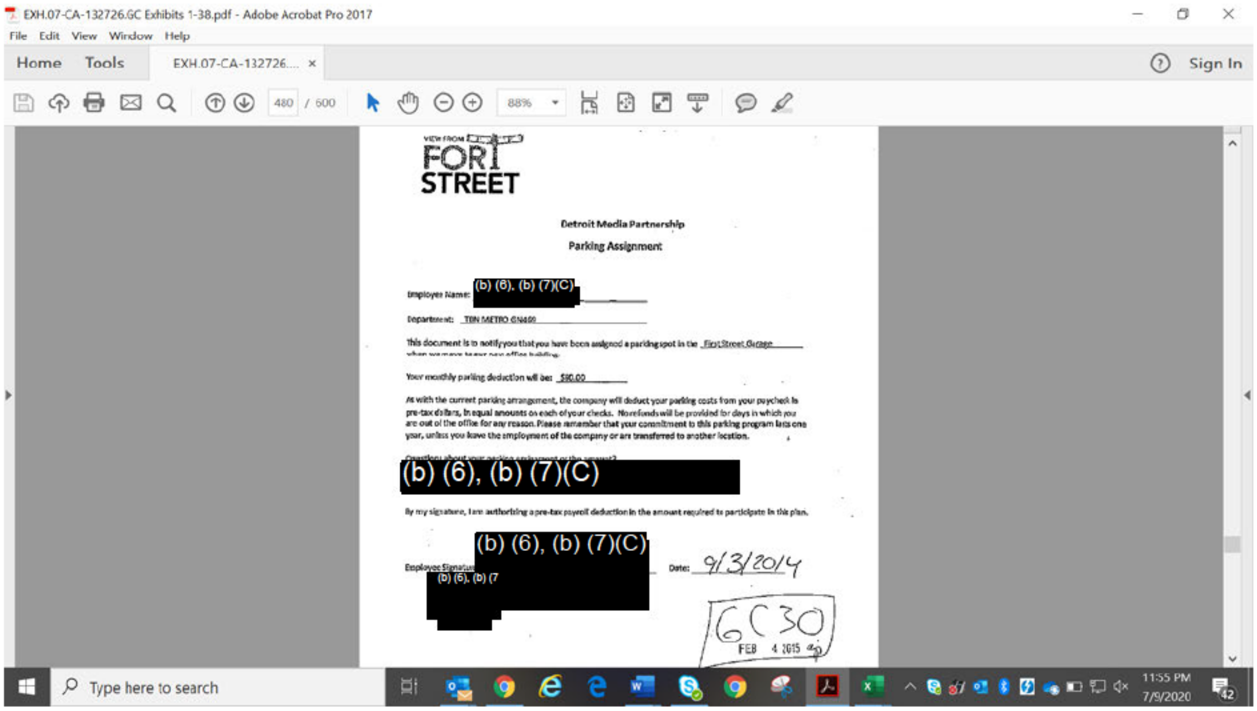
12. **If someone has an audio issue try the 3 audio back-ups.** First, they should check the sound settings in Windows (usually the bottom right of the computer near the clock) and the settings in Zoom (at the bottom left click the up-arrow next to the Mute button). Second, they should leave the hearing, reboot the computer, and rejoin the hearing. Third, they should use their computer only for Zoom video (stop Computer Audio) and dial-in on their phone only for audio (no video output).

13. **Promptly identify individuals in the Waiting Room.** When an individual enters the Waiting Room, interject after the witness answers the pending question. Admit the person into the hearing and identify them. If it's a witness scheduled to testify later, inform them of the sequestration order and ask them to leave until called. If it's a public spectator ensure they are muted and that their video output is off.

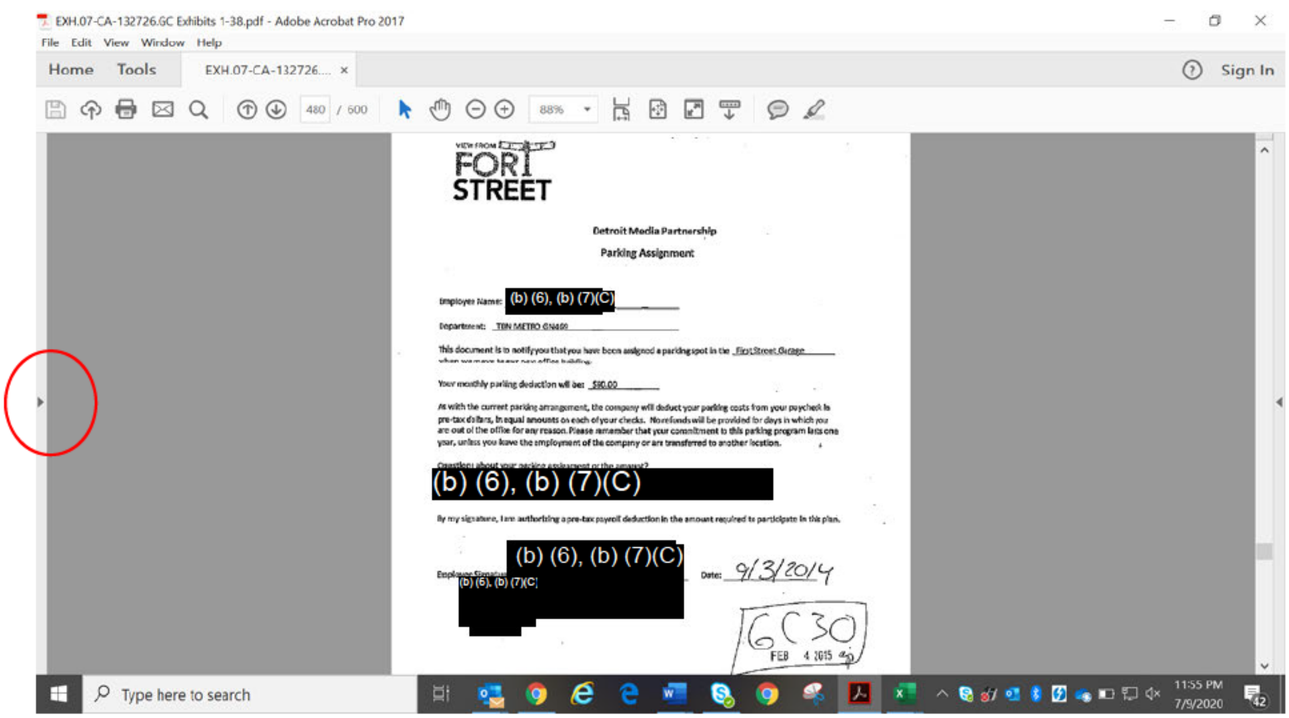
14. **Hide non-video participants.** Each hearing participant should hide non-video participants, such as public spectators, so they don't take up space on the screen. The Zoom Host (i.e., judge or courtroom deputy) cannot perform this function for the group. Each participant must do so himself or herself.

HOW TO CREATE BOOKMARKS IN ADOBE

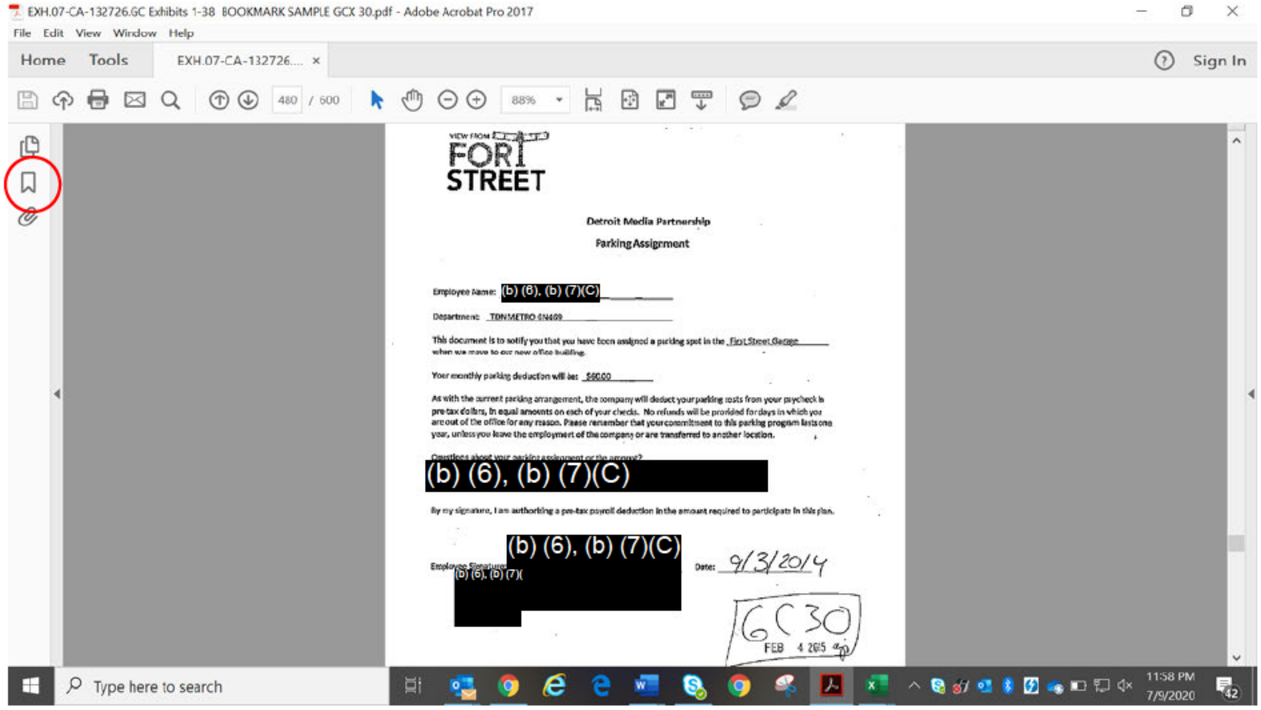
1. Go to the first page of the exhibit you want to bookmark (in this example, GC Exhibit 30).



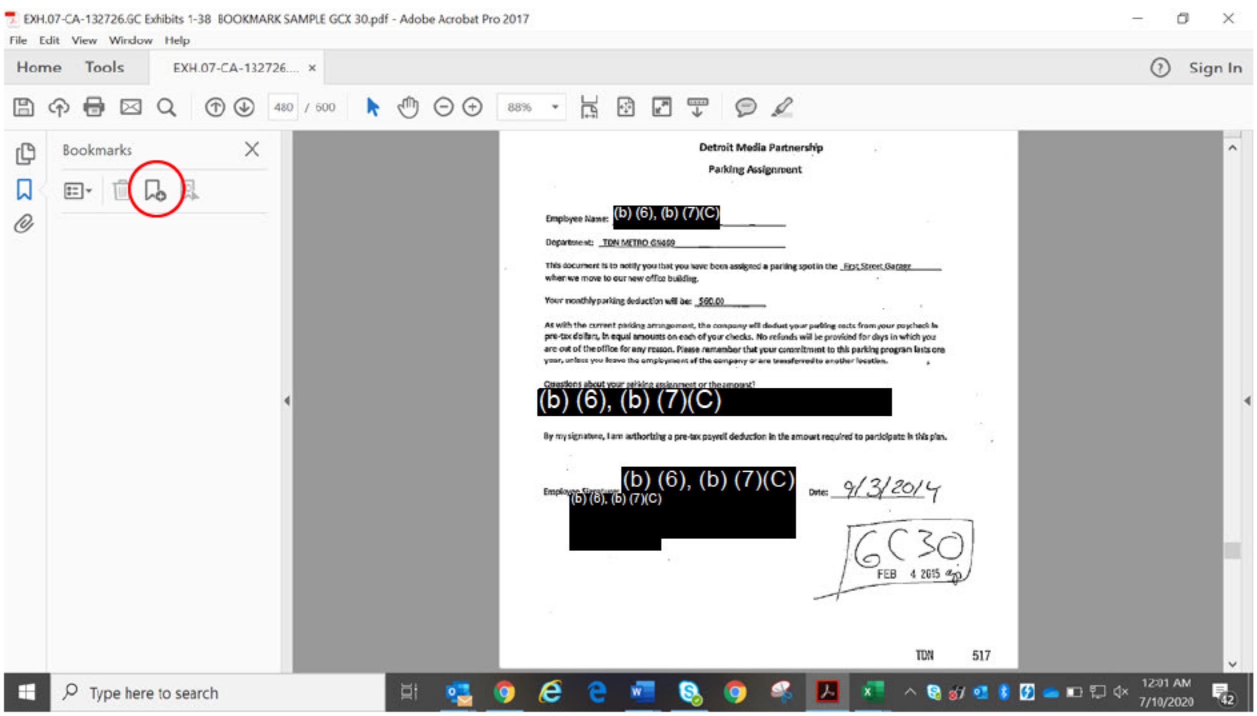
2. Click the tiny arrow on the left side.



3. Click the ribbon icon.



3. Click the ribbon with the addition symbol.



4. Type the name of the exhibit and press enter.